THE GEORGE BROWN COLLEGE

FALL PART-TIME COURSES

COMMENCING SEPTEMBER 1975

E-104

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COMMENCING SEPTEMBER 1975

The George Brown College
of Applied Arts and Technology
P.O. Box 1015, Station B, Toronto, Ontario M5T 2T9

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General Information

Course Commencement Dates

Unless otherwise stated classes in the courses listed in this calendar commence during the week beginning Monday, September 29th, 1975. The last day for classes in the Fall Term is Friday, December 19th, 1975. The second term commences in the week beginning Monday, January 5th, 1976.

Additional classes in some of the courses listed will commence in January (Winter Term) or April (Spring Term) 1976. Calendars covering these terms will be issued at a later date.

Registration Dates

Final registration dates for the Fall Term are Monday, September 15th, Tuesday, September 16th and Wednesday, September 17th, 1975. Campus offices will remain open until 9:00 p.m. on each of these days.

Advance Registration

From August 1st, 1975, application may be made in person between 8:30 a.m. and 4:30 p.m., Monday to Friday, or by mailing the attached application form accompanied by the total course fee.

Registration Locations

Candidates are expected to register at the campus conducting the course.

The campus on which a course is conducted is indicated in the course description.

Locations of the campuses are as follows:—

College Campus

507 College Street
Tel: 967-1212, ext. 305 or 306

Kensington Campus

21 Nassau Street
Tel: 967-1212, ext. 606, 608 or 609

Casa Loma Campus
160 Kendal Avenue
Tel: 967-1212, ext. 405

Teraulay Campus
51 Teraulay Street
Tel: 967-1212, ext. 504 or 510

(Some of the courses listed under Teraulay Campus may take place at the new campus located at 200 King Street East.)

Fees

The amount of the fee for each course is stated in the course description; each of these amounts includes a $5.00 non-refundable registration fee. In some cases, the cost of laboratory fees and materials may be additional to the stated amount of the fee.

The receipt issued at the time of payment of fees is the official receipt for income tax purposes; please retain it carefully, since a duplicate cannot be issued.

Anyone who has attained the age of 65 on or before the start date of the course will pay fees at the rate of $5.00 (total) for courses up to 60 hours duration. For courses over 60 hours the fee will be $5.00 plus a prorated amount.

Identification

Your receipt is your admit-to-lecture identification and must be shown to the instructor at the beginning of the course and whenever requested.

Refunds

To obtain a refund a student must apply in writing to the admissions office; forms are available at the campus office for this purpose.

Refunds will be made only if requested before the third scheduled session of the course. The $5.00 registration fee is not refundable. In addition a charge of $1.00 per hour of each scheduled session held prior to the date of application for refund will be made, whether or not the student attended classes. If a course is cancelled, full refund will be made.

REQUESTS FOR REFUNDS MUST BE ACCOMPANIED BY THE OFFICIAL RECEIPT.

Transfer Between Courses

Students wishing to transfer between courses must apply in person to the admissions office on the campus for authorization of change in their admit-to-lecture identification and for any fee adjustment which may be required.

Part- Time Studies During The Day

Enrolment in regular day subjects or courses is possible. For further information call 967-1212 or direct inquiries to the day-school admissions office.

Prerequisites

Candidates are advised that many of the courses require considerable related experience. Prerequisites stated are the minimum requirement.

Minimum Enrolments

The college reserves the right to cancel any class for which attendance has dropped below the required minimum and to suspend or combine during the session any classes in which attendance falls below the minimum.

Textbooks and Supplies

Textbooks and supplies for all part-time courses may be purchased at the individual campus bookstores.

Certification

Applicants should inquire at the time of registration concerning certification and accreditation.

Changes in Course Offerings

The description of course offerings contained in this calendar is a statement of intention on the part of the College which will be carried out as closely as circumstances permit. However, the College reserves the right to cancel or to change any of the particulars of course offerings without notice.

ACADEMIC STUDIES

Academic

Academic Upgrading/College Preparatory

These courses are designed for those who wish to upgrade their academic standing for self-development and career improvement and for entry into Apprenticeship, Vocational training and two-year diploma programs offered at Colleges of Applied Arts and Technology.

English Upgrading 8 ENG 906

Monday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Classes begin week of October 6, 1975.
Prequisite: Grade 7 English, or Course ENG 904.
Course Content: Reading, spelling and sentence structure; basic grammatical terms and simple paragraph writing; a refresher in basic English skills for students who have completed public school at the grade 6 level.

English Upgrading 9 ENG 907

Monday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Classes begin week of October 6, 1975.
Prerequisite: Grade 8 English or ENG 906.
Course Content: Review of grammar and punctuation as required; descriptive, expository and narrative writing; short reports; introductory business letters; precis writing; vocabulary study; short stories, poetry and essays from Canadian literature.

English Upgrading 10 ENG 908

Monday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Classes begin week of October 6, 1975.
Prerequisite: Grade 9 English or ENG 907.
Course Content: Review of grammar and punctuation as required; descriptive, expository and narrative writing; short reports; introductory business letters; precis writing; vocabul study; short stories, poetry and essays from Canadian Literature.

English Upgrading 11 ENG 909

Monday and Wednesday,
7:00-10:00 p.m.
Kensington Campus
75 hours
Fee: $60.00

Classes begin week of October 6, 1975.
Prerequisite: Grade 10 English or ENG 908.
Course Content: Basic communications designed to improve reading rate and comprehension, vocabulary range, principles of discussion and debates; the English Language in terms of origin, factors that cause a language to change and standards of usage; essays emphasizing creativity will also be required. Detailed analyses of the short story, poetry and short plays from twentieth century literature.

English Upgrading 12 ENG 910

Monday and Wednesday,
7:00-10:00 p.m.
Kensington Campus
75 hours
Fee: $60.00

Classes begin week of October 6, 1975.
Prerequisite: Grade 11 English or ENG 909.

Course Content: Techniques used by various writers as guidelines for the students in assessing their own work; listening and oral skills with emphasis on debates, presentations, and simulated meetings; basic business communications and report writing; detailed analysis of representative twentieth century writers with emphasis on drama and novels.

Mathematics Upgrading 8 MATH 906

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Classes begin week of October 6, 1975.
Prerequisite: Grade 7 math or equivalent.
Course Content: Study of whole numbers, fractions, decimals, per cent, and an introduction to the metric system.

Mathematics Upgrading 9 MATH 907

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Classes begin week of October 6, 1975.
Prerequisite: Grade 8 Mathematics or MATH 906.
Course Content: Review of fractions, decimals and per cent, powers, square root, metric system, simple areas, perimeters, volumes, and basic algebraic equations.

Mathematics Upgrading 10 MATH 908

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
75 hours
Fee: $60.00

Classes begin week of October 6, 1975.
Prerequisite: Grade 9 Mathematics or MATH 907.
Course Content: Study of circles, triangles, theorem of Pythagoras, volumes, weight and capacity; metric conversions; multiplication and division of monomials and binomials; linear equations and graphical solutions; trigonometric ratios, and mensuration.

Mathematics Upgrading 11 MATH 909

Tuesday and Thursday, 7:00-10:00 p.m.
Kensington Campus
75 hours
Fee: $60.00

Classes begin week of October 6, 1975.
Prerequisite: Grade 10 Mathematics or MATH 908.
Course Content: Review of grades 9 and 10 Algebra; grade 11 Algebra, Geometry, Trigonometry, and the slide rule.

Mathematics Upgrading 12 MATH 910

Tuesday and Thursday, 7:00-10:00 p.m.
Kensington campus
75 hours
Fee: $60.00

Classes begin week of October 6, 1975.
Prerequisite: Grade 11 Mathematics or MATH 909.
Course Content: Review Grade 11 Algebra; Algebra, Geometry and Trigonometry for grade 12 credit.

Science Upgrading 9 SCI 907

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
75 hours
Fee: $60.00

Classes begin week of October 6, 1975.
Prerequisite: Grade 8 Science.
Course Content: Introduction to Science including measurement, chemistry, biology, sound, and light.

Science Upgrading 10 SCI 908

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
75 hours
Fee: $60.00

Classes begin week of October 6, 1975.
Prerequisite: Grade 9 Science or SCI 907.
Course Content: Grade 10 Level concepts from mechanics, magnetism, electricity and heat.

Biology BIO 547

Monday and Wednesday,
7:00-10:00 p.m.
Kensington Campus
90 hours
Fee: $70.00

Classes begin week of October 6, 1975.
Prerequisite: Grade 10 Science or SCI 908.
Course Content: Human anatomy and physiology in the grade 11 or 12 level; structure and function of the various body systems with laboratory work.

Chemistry CHEM 547

Tuesday and Thursday, 7:00-10:00 p.m.
Kensington Campus
90 hours
Fee: $70.00

Classes begin week of October 6, 1975.
Prerequisite: Grade 10 Science or SCI 908.
Course Content: Grade 11 or 12 level; introductory college Chemistry with laboratory work.

Physics PHYS 547

Tuesday and Thursday, 7:00-10:00 p.m.
Kensington Campus
90 hours
Fee: $70.00

Classes begin week of October 6, 1975.
Prerequisite: Grade 10 Science or SCI 908 and grade 11 math or MATH 909.
Course Content: Grade 11 or 12 level.

Advanced Technical Evening Classes (A.T.E.C.)

Construction Law AS 908

Monday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Course Content: Understanding of Civil Law as it applies to the construction industry; construction laws and by-laws; contracts, engineering agreements; labour relations and trades disputes; Workmen's Compensation; patents and inventions; trade marks, industrial design and copyrights; company law, boundaries and surveys, easements, factory and shop acts, mortgages, mechanics' liens.

Chemistry (General) CHEM 100

Monday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Course Content: Methods of chemistry: physical and chemical changes, chemical terminology. Organic chemistry: structure and reactions of common aliphatic groups. States of matter: gas laws, partial pressure. Nuclear chemistry: basic nuclear particles, isotopes, radioactivity, half life, radioisotopes and uses. Equillbrium: rate of reaction, reversibility, LeChatelier's Principal, equilibrium constant, solubility and concentration, ion exchange. Acidimetry and hydrolysis: definitions, pH, indicators, titrations, relation to oxidation and reduction. Electro-chemistry: electrolysis, Faraday's Law, electrochemical series, corrosion.

Chemistry (Polymer) CHEM 210

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
90 hours
Fee: $70.00

Prerequisite: CHEM 100.
Course Content: Chemistry and Physics of natural and synthetic polymers: molecular forces and chemical bonding, molecular weight and its distribution, configurations and conformations of polymer chains, morphology, condensation and addition polymers, copolymers, methods for determining molecular weight of polymers, structure of polymers, copolymers, structure of polymer molecules, how structure determines properties of polymers, testing and degradation of polymers, theory of polymers. Practical work in the laboratory.

Economics EC 100

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Course Content: Understanding of the economic factors that influence the personal and business affairs of Canadians; basic economic structure of our society, supply and demand, business organization, money and banking, International trade, business cycles, public finance and taxation, consumer credit and borrowing, personal finances, social services.

English I ENG 100

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: Grade 12 English, ENG 910 or equivalent.
Course Content: Skill in the use of simple, clear, correct English; emphasis on effective oral and written communication, special focus on reading/learning techniques, technical writing, and oral communication of ideas, information and instructions.

English II ENG 200

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: ENG 100 or equivalent.
Course Content: Emphasis on the student's skill in using English with greater facility; effectiveness and precision, through preparing and giving oral presentations, lectures and reports on technical subjects; emphasis on the use of library resources for technical research, preparation of written technical reports, development of analytical techniques, and organization of data.

Mathematics I MATH 100

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: Grade 12 Math, MATH 910, or equivalent.
Course Content: Computations with measured quantities; exact and approximate numbers; scientific notation; analysis or error; slide rule and tales; Algebra, Logarithms, Trigonometry and Analytic Trigonometry.

Mathematics II MATH 200

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: MATH 100 or equivalent.
Course Content: Algebraic notations: binomial theorem, Trigonometry. Analytic Geometry: the straight line, locl, conics, second degree equations. Differential Calculus: limits, derivatives of product, quotient and power functions, rate of change, maxima and minima. Integration: indefinite and definite integrals, areas under the curve, volumes of revolution.

Mathematics III MATH 300

Monday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: MATH 200 or equivalent.
Course Content: Differential calculus: functional notation, gradients, limiting value, differentiation from first principles, maxima and minima, differentiation of products and quotients of trigonometric functions with application to angular velocity and acceleration, simple harmonic motion, and electrical problems. Integral Calculus: relationship between differentiation and integration, the definite integral, areas and volumes by integration, integration of trigonometric functions, centre of gravity and centroids with applications, application of calculus to problems encountered in related technology.

Mathematics IV MATH 400

Monday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: MATH 300 or equivalent.
Course Content: Differentiation of exponential and logarithmic functions with applications related to engineering problems; moments of inertia, radius of gyration, second moment of area; the rod, rectangle, disc and cylinder; parallel axis theory; perpendicular axis theory; review of centre of gravity and centroids; theorems of Pappus; standard methods of integration, such as substitution, trigonometric identities, partial fractions and integration by parts; radius of curvature, lengths of curves; expansion series; Taylor's and MacLaurin's Theorem; Differential equations; simple differential equations related to electrical or electronic technology.

Mechanics I MECH 100

Monday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: MATH 100 or equivalent (prior to or concurrent with Mechanics I).
Course Content: Basic principles of statics: coplanar, parallel and concurrent force systems, friction, centrolds and centres of gravity, second moments of areas. Dynamics: basic principles, rectilinear motion, work, energy and power, impulse, momentum, impact.

Mechanics of Materials I MECH 110

Monday, 7:00 10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: MATH 200 and MECH 100.
Course Content: Mechanical properties and testing; unit stress and strain; beam type members — statically determinate; beam type member design; deflection due to bending; thin cylinders and joints; resilience; torsion, combined stresses.

Physics I PHYS 100

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: MATH 100 or equivalent.
Course Content: Properties of matter; mechanics: force, motion, speed, velocity, acceleration, projectiles, momentum, simple machines, work, friction, elasticity. Heat: temperature measurements, heat transfer, expansion, heat units, latent and super heat. Sound waves. Light: intensity, inverse square law, speed of light, ray optics, wave optics including lenses, interference, diffraction and polarization.

Career Improvement

Medical Terminology Part I ANAT 100

Tuesday, 7:00-10:00 p.m.
Teraulay Campus
30 hours
Fee: $30.00

Course begins week of September 8, 1975.
Course Content: Terminology related to normal structure and function of the various body systems; some laboratory work and use of anatomical models.
NOTE: ANAT 100 is a compulsory subject for the Business and Commerce part-time Court Reporters certificate program.

Medical Terminology Part II ANAT 101

Thursday, 7:00-10:00 p.m.
Teraulay Campus
30 hours
Fee: $30.00

Classes begin week of September 8, 1975.
Prerequisite: ANAT 100
Course Content: Terminology related to the abnormal (diseases, disorders); nomenclature and therapeutic action of common drugs.

Business Law AS 907

Tuesday, 7:00-10:00 p.m.
Teraulay Campus
60 hours
Fee: $50.00

Classes begin week of September 8, 1975.
Course Content: Designed to provide an understanding of Common Law as it applies to private citizens and to persons engaged in small business enterprises; definitions and explanations of contracts, employment, agency, the sale of goods, insurance, real estate, partnership, bankruptcy, negotiable instruments, business crime, torts.
Note: AS 907 is a credit subject toward FIIC standing.

Economics EC 903

Monday and Wednesday, 7:00-10:00 p.m. Terauley Campus 90 hours Fee: $70.00

Classes begin week of September 8, 1975.

Course Content: Basic economics and industrial organizations: forms of economic organization and their strengths and weaknesses.

Monetary theory: money, credit and banking, Canadian banking system. Forms of business organization and business financing. Supply and demand business cycles and compensatory countercyclical fiscal policy. Labour economics. Insurance. Civics, organization of federal, provincial and municipal governments.

English and the Business World ENG 201

Wednesday, 7:00-10:00 p.m. Terauley Campus 45 hours Fee: $38.00

Classes begin week of September 8, 1975.

Course Content: Psychological techniques of letter writing; sales letters, advertisements, the memo, social business letters, brochures and company bulletins; oral communication. Job interview, panel discussion, simulated business conference; business problems; literature used as a basis for speech practice and discussion; articles of interest to the business student; precis.

Note: ENG 201 is a compulsory/optional course in various Business and Commerce part-time certificate programs.

English (Technical) ENG 530

Tuesday, 7:00-10:00 p.m. Casa Loma Campus 60 hours Fee: $50.00

Course Content: Related to trades and technologies at the level needed for journeyman status; reading for comprehension, reading for details, reading for main ideas; summarizing information, making notes, and reading as studying; remedial and developmental work in oral and written expression.

Rapid Reading ENG 900

Tuesday, 7:00-9:30 p.m. Casa Loma Campus 40 hours Fee: $35.00

Course Content: Designed to help the student improve his reading speed and level of comprehension; current reading level is determined and an individual program is devised to correct reading problems; emphasis on improving the student's reading speed; modern methods of information processing.

Remedial Speech ENG 903

Wednesday, 7:00-10:00 p.m. Terauley Campus 30 hours Fee: $30.00

Classes begin week of October 6, 1975.

Course Content: The objective of the course is to assist students who wish to improve speech skills. Particular attention will be given to articulation, accent, inflection, pace, and enunciation. This course should prove helpful to students for whom English is a second language.

English for New Canadians ENG 904

Tuesday, 7:00-10:00 p.m. Terauley Campus 60 hours Fee: $50.00

Classes begin week of October 6, 1975.

Course Content: Designed for persons whose native language is not English, but who possess an ability in English equivalent to that acquired from a basic course in English-as-a-Second-Language. Each student will be tested to determine areas of need and an individual program in language skills will be prepared; emphasis on vocabulary building, correct usage of expressions, idioms, sentence building, reading skill, compositon, pronunciation, inflection, accent and conversation.

Business English (Refresher) ENG 905

Thursday 7:00-10:00 p.m. Terauley Campus 60 hours Fee: $50.00

Classes begin week of October 6, 1975.

Prerequisite: Grade 10 English or ENG 906.

Course Content: Designed for those who would like a refresher or those who have no formal training in the writing of business communication. It covers a great variety of letters, written from both the business firm's and consumer's point of view, including letters of application, claim, credit, inquiry, and sales; mechanics of the language, particularly as they arise in student writing; reports; resumes; and oral communication, consisting of interviews, telephone techniques, prepared talks, discussion and debate.

Canadian Literature and Film ENG 911

Monday, 7:00-10:00 p.m. Terauley Campus 60 hours Fee: $50.00

Classes begin week of October 6, 1975.

Course Content: An examination of major authors. Works will be discussed in three major groupings: the Prairies, the City, and the Maritimes. The emergence of the artist, the individual and the landscape, couples, isolation, will be some of the areas treated.

Complementing this work will be a series of short films that will provide background on authors and their works. Several film versions of stories and plays will also be shown.

Selections will be made from the following list: Mitchell, Ross, Laurence, Grove, Kroetch, Wright, Garner, Callaghan, Buckler, MacLennan.

Grammar Fundamentals ENG 912

Tuesday, 7:00-10:00 p.m. Terauley Campus 60 hours Fee: $50.00

Classes begin week of October 6, 1975.

Course Content: Parts of speech, sentence analysis, the mechanics of language and the function of words in the sentence, and sentences in the paragraph; irregularities and idioms of the language; application of the laws of language to the student's own writing.

Statistics MATH 214

Tuesday, 7:00-10:00 p.m. Terauley Campus 60 hours Fee: $50.00

Course begins week of September 8, 1975.

Course Content: The elements of statistics as applied to business. Treatment of numerical data: graphical representation, the analytic method. Frequency distributions, measures of central tendency and spread. Index numbers, introduction to time.

Note: MATH 214 is an optional subject for various part-time Business and Commerce certificate programs.

Statistics - Part II MATH 215

Thursday, 7:00-10:00 p.m. Terauley Campus 40 hours Fee: $35.00

Course begins week of October 6, 1975.

Course Content: Elementary probability theory. Confidence limits and hypothesis testing. Correlation and regression.

Mathematics MATH 530

Tuesday, 7:00-10:00 p.m. Casa Loma Campus 60 hours Fee: $50.00

This course is designed to prepare the student for future studies at the post-secondary level in technical Mathematics; also suitable for electrical apprentices who require credit at the intermediate and advanced levels.

Course Content: Algebraic operations, factoring, linear and quadratic equations, trigonometry, solution of right angle and oblique triangles, logarithms and vectors.

Trade Mechanics MATH 610

Tuesday, 7:00-10:00 p.m. Casa Loma Campus 60 hours Fee: $50.00

This course is designed for tradesmen, apprentices, and persons desiring a foundation in trade mechanics - basic and intermediate levels for most trades.

Course Content: Whole numbers, fractions, decimals and percentages applied to trade problems; square root

calculations and the Pythagorean theorem; calculations involving circles, triangles, compound areas and volumes; manipulation of trade formulae.

Trade Mathematics MATH 630

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

This course is designed for tradesmen, apprentices and persons desiring advanced study in trade mathematics - intermediate and advanced level for most trades.
Course Content: Manipulation of more complex trade formulae; mensuration; graphs, charts and trade estimating; ratio, proportion and variation; the slide rule.

Business Mathematics (Introductory) MATH 911

Wednesday, 7:00-10:00 p.m.
Terauley Campus
60 hours
Fee: $50.00

Classes begin week of October 6, 1975.
This course is designed for people active in business and commerce who would like to improve their skill in arithmetic used in ordinary business activities; also persons employed in retail and wholesale sales and in small businesses.
Course Content: Practise in adding, subtracting, multiplying, and dividing, extended to fractions, decimals and percentages; application of these operations to business problems; use of simple calculating machines to solve problems in costs, discounts, interest rates, and payrolls.

Applied Computer Programming MATH 922

Saturday, 9:00-12:00 noon
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: A good working knowledge of basic Mathematics.
Course Content: Time-sharing using basic computer language; systems commands and various statements necessary for developing a program; industrial and business applications; programming theory and introductory Fortran; emphasis on hands-on use of computer terminals.

Psychology - Introductory PSY 161

Wednesday, 7:00-10:00 p.m.
Terauley Campus
60 hours
Fee: $50.00

Course Content: Concepts and theories of psychology: Learning, motivation, individual differences; application to practical issues in business and personal life, helping the student to understand himself and others.

Metric System SI 900

Monday, 7:00-9:30 p.m.
Casa Loma Campus
10 hours
Fee: $15.00

Historical perspective; Development of the Metric System; Introduction to the SI Metric System; Units and derived units; Notation for SI units; Applications; Conversions; Films.

Department of Theatre Arts and Music

Special Note

The course information given herein is the basic description.

The precise details of days-of-the-week, hours of the day, location, starting date, registration, etc. will be prepared in advance before the commencement of each term and an information flyer will be available in response to all enquiries.

For this, and other information, PLEASE TELEPHONE the College during normal office hours:
Coordinator of Theatre Arts and Music
967-1212, Local 334.

Theatre Arts

The Part-Time (Extension) courses described below are offered by the College in response to the widespread desire and need of people for participation in the dynamic and flourishing theatrical activities of Toronto. The courses provide the opportunity for serious study as well as for self-development and enjoyment.

Acting

Acting for Beginners THEA 900

10 weeks
60 hours
Fee: $50.00

Acting - Intermediate Level THEA 901

10 weeks
60 hours
Fee: $50.00

Prerequisite: Successful completion of THEA 900 or equivalent training or experience.
THEA 900 and THEA 901 are intensive activity courses providing practical exploration and development of the actor's art through improvisation and physical, vocal and mental techniques. Contact with professional teachers and coaches will focus on contemporary and traditional techniques found in the new wave of Canadian Theatre and Playwriting.

Practical Playwriting (Workshop) THEA 909

10 weeks
30 hours
Fee: $30.00

This course is run by the dramaturgy department of the Factory Theatre Lab, known throughout Canada for its work in developing Canadian Plays, and involves all aspects of playwriting for the professional theatre. Working with professional actors and directors, the student will be helped towards developing the script to a performance vehicle.

Theatre Arts for Social Occupations THEA 921

10 weeks
30 hours
Fee: $30.00

Theatrical activity and creative artistry will be learned and practised - speech, body language, pantomime, music, visual arts, group dramatics, etc. - for the development of artistic statements that may be used as "therapeutic play" by teachers, social workers, child-care workers, workers with the handicapped and the aged.

Acting and the Speaker (Basic) THEA 923A

10 weeks
25 hours
Fee: $30.00

Acting and the Speaker (Advanced) THEA 923B

10 weeks
25 hours
Fee: $30.00

These courses are designed to assist professional, non-professional and student actors, radio and TV broadcasters and performers, teachers, lawyers, public speakes, politicians and others who wish to improve their communication skills before audiences, in social and business groups and in their person-to-person relationshps.

Practical Theatre THEA 924

60 hours
Fee: $50.00

Involves project development and practical experience with a professional, performing company. Previous courses or acceptable experience are prerequisites.

Mask-Making for Theatre THEA 925

10 weeks
30 hours
Fee: $30.00

Students having some theatre experience or training will study design, construction techniques and the actual making of masks such as are used in major theatrical events.
Students wishing to keep their masks will be asked to pay $10.00 for materials.

Professional Actors' Master Class THEA 926

10 weeks
30 hours
Fee: $30.00

Sessions will be scheduled for Saturday mornings.
Persons having professional actor status, such as membership in Actors' Equity, will take part in extensive exploration of acting problems, expansion of acting skills and professional development.

Dance/Drama

These courses provide the opportunity for serious study of the current modes of the Dance as well as for enjoyment and self-development. Instruction is given by experienced, professional artists in unsurpassed studio facilities.

Dance Fundamentals THEA 905A

10 weeks
60 hours
Fee: $50.00

Dance Fundamentals THEA 916A

10 weeks
30 hours
Fee: $30.00

These courses are designed for beginners and for those wishing to participate in meaningful exercise for personal enjoyment.

Ballet THEA 905C

10 weeks
60 hours
Fee: $50.00

Ballet THEA 916C

10 weeks
30 hours
Fee: $30.00

Modern Dance THEA 905D

10 weeks
60 hours
Fee: $50.00

Modern Dance THEA 916D

10 weeks
30 hours
Fee: $30.00

Modern Jazz Dance THEA 905E

10 weeks
60 hours
Fee: $50.00

Modern Jazz Dance THEA 916E

10 weeks
30 hours
Fee: $30.00

Ballet, Modern Dance and Modern Jazz Dance instruction is given at beginner and intermediate levels.

Modern Dance - Fundamentals THEA 906

10 weeks
30 hours
Fee: $30.00

Modern Dance - Techniques and Improvisations THEA 907

10 weeks
30 hours
Fee: $30.00

Emphasis will be on the Nicholois technique. Class sessions are in the auditorium, Forest Hill United Church, 2 Wembly Road.

Advanced Modern Dance THEA 915

10 weeks
30 hours
Fee: $50.00

This course is for advanced students and professionals and will feature a leading teacher and artist. Further details by special announcement.

Music Courses

The Music Director of the Music Department is the distinguished Dr. Boyd Neel, formerly Dean of Music at the University of Tororito.

The faculty is composed of some of Canada's most accomplished instrumentalists who have demonstrated ability to achieve exceptional results with students at all levels.

The courses are designed to complement existing programs at Secondary and Post-Secondary levels. Emphasis is on training students to perform together while receiving individual assistance.

Ensembles include a training orchestra, chamber orchestra, and a full range of wood-wind, string, brass and vocal ensembles.

All courses are offered in FALL, WINTER and SPRING terms. The SUMMER term takes the form of a specially designed SUMMER SCHOOL OF MUSIC, normally at a resort location.

Days of the week and hours of sessions are arranged between instructors and students to suit their mutual convenience.

Instrumental

Instrumental Course - Woodwinds MU 925

10 weeks
25 hours
Fee: $120.00

Flute, Oboe, Clarinet, Bassoon, Recorder.

Instrumental Course - Strings MU 926

10 weeks
25 hours
Fee: $120.00

Violin, Viola, Cello, Bass, Guitar

Instrumental Course - Brass MU 927

10 weeks
25 hours
Fee: $120.00

TRUMPET, Trombone, French Horn, Tuba.

Instrumental Course - Keyboard MU 928

10 weeks
25 hours
Fee: $120.00

Piano, Organ, Harpsichord, Accordion

Ensemble

Ensemble - Wood-winds MU 929

10 weeks
20 hours
Fee: $60.00

Ensemble - Strings MU 930

10 weeks
20 hours
Fee: $60.00

Ensemble - Brass MU 931

10 weeks
20 hours
Fee: $60.00

Music Theory

Instrumental and Music Theory MU 937

10 weeks
30 hours
fee: $90.00

The student will receive instrumental instruction and 20 hours of Music Theory.

Music Theory MU 940

10 weeks
30 hours
Fee: $90.00

Students having basic music reading skills will study the rudiments of Music Theory.

Harmony MU 941

10 weeks
30 hours
Fee: $90.00

Students having completed MU 940 or equivalent will study vocal and instrumental 4-part writing, voice leading, cadences, etc.

Orchestration and Arranging MU 942

10 weeks
30 hours
Fee: $90.00

Students having completed MU 941 or equivalent will study the techniques of orchestration and arranging for various instrumental and vocal ensembles.

Instrumental, Music Theory and Piano MU 943

10 weeks
30 hours
Fee: $120.00

Students having basic instrumental competence will study a combination of major instrument and part-time Music Theory and Piano.

Orchestral Courses

The courses in this section will be under the direction of Dr. Boyd Neel and staff.

Instrumental MU 936

10 weeks
30 hours
Fee: $90.00

Students of instruments suitable for a concert orchestra will receive instrumental instruction with the orchestra.

Orchestral MU 938

10 weeks
20 hours
Fee: $25.00

Students having suitable instrumental competence will receive 20 hours of instructional participation with the concert orchestra.

Conducting MU 939

10 weeks
30 hours
Fee: $90.00

Students with acceptable musical background will receive instruction on theory, practise techniques and basic patterns related to orchestral conducting.

Popular Keyboard

The following courses are designed for those who wish to be ableto play popular music on the piano. Students learn on pianos specially designed for group instruction.

Popular Keyboard (Beginning Basic) MU 910

10 weeks
20 hours
Fee: $60.00

Keys, major scale, treble and bass clefts, flats, sharps, triads, note values, counting, rhythm.

Popular Keyboard (Intermediate) MU 911

10 weeks
20 hours
Fee: $60.00

Continuation from MU 910: chord variations, key signatures, inversions, minor scales, rhythm, accompaniment.

Popular Keyboard (Advanced) MU 912

10 weeks
20 hours
Fee: $60.00

Continuation from MU 911: chord inversions, ninth chord structures and voicings, full right hand, transposing, advanced accompaniment techniques.

APPLIED ARTS

Applied Arts

Addiction Counsellor
Diploma Programme

This programme is offered on a part-time basis only to people who are employed by an agency or institution providing services to clients who are having problems related to their use of alcohol and/or other drugs. Applicants not qualifying for the Diploma may enrol for individual subjects.

For further information contact Mr. Jack de Boer, Addiction Counsellor Programme, 967-1212 Local 634.

Child Care Worker
Diploma Programme

This programme is offered on a part-time basis to men and women working full-time with emotionally disturbed children or troubled adolescents.

For further information contact the Chairman, Applied Arts Division, 967-1212 Local 672.

Creating Together for Parents and Pre-School Children

This course will be offered at several community locations.

For details regarding age groups and class times contact Linda Williamson, 967-1212 Local 658.

ARCHITECTURAL TECHNOLOGY

ARCHITECTURAL TECHNOLOGY

Architecture

Plumbing Basic PLUM 900

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Course Content: Measuring pipe, pipe materials, drainage terms, fundamentals of drainage design, stack terms, footings and terminals, traps and trap seal loss, vents and venting, wastes, sizing, prohibited fittings and connections.

Plumbing Qualification PLUM 902

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Course Content: A refresher course in general plumbing theory and code (Provincial) for those required to write the Ontario Certificate of Qualification examination.

Plumbing Design and Installation PLUM 904

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: Journeyman's license or Ontario Certificate of Qualification.
Preparation for Master Plumber standing.
Course Content: Review of legislation relevant to the construction industry; examination, discussion and interpretation of the Ontario Plumbing Code; Mathematics and Physics is necessary to understand design problems. Discounts, overhead and profit applications.

Sheet Metal Pattern Drafting — Part I SM 900

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Course Content: The layout method primarily stressed in this course is parallel line but a considerable amount of radial line work will also be covered. Will provide upgrading for apprentices at the Basic and Intermediate levels.

Sheet Metal Pattern Drafting — Part II SM 901

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Course Content: More advanced radial line development will be stressed followed by a fairly comprehensive coverage of triangulation developmental methods. This is a suitable course for advanced apprentices.

Sheet Metal Design and Installation SM 903

Monday and Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: Currently employed in the sheet metal industry with a journeyman's standing.
Preparation for Master Sheet Metal Worker standing.
Course Content: Labour legislation in relation to the construction industry — city by-laws, underwriters, definition of terms applied to heating and air conditioning, use of N.W.A. and A.C.A. manuals for heat loss and heat gains, pipe sizing and location of outlets and inlets in residential installation, types of fans, air flow and types of instruments used, calculations in ventilation requirements, heating and pipe sizing by velocity, use of charts and tables.

Sheet Metal Theory SM 907

Monday and Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Course Content: This is a general refresher course in sheet metal theory for those required to write the Ontario Certificate of Qualification. It is also accepted for apprenticeship upgrading.

Steamfitting Qualification STEA 902

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Course Content: A refresher course in general steamfitting theory for those required to write the Certificate of Qualification examination.

Stationary Engineering Courses

Course Content: These courses are of 60 hours duration each and will encompass modular material as time permits. Examination will provide accreditation toward certification.

STAT 901 Stationary Engineering — 1st Class — Wednesday
STAT 902 Stationary Engineering — 2nd Class — Monday
STAT 903 — Stationary Engineering — 3rd Class — Tuesday
STAT 904 Stationary Engineering — 4th Class — Thursday

Bricklaying MAS 900

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: Experience or interest in the trade.
Course Content: Bonds, preparation of mortars, layout of different types of walls, piers, pilasters; tools and equipment; types of bricks with characteristics and sizes; sand; sand lime, and cement; methods of storage; preparation of mortars in cold weather.

Cabinet-Making CAR 900

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: Familiarity with the fundamentals of cabinet-making and wood-working machinery.
Course Content: Conditioning and use of hand tools and machines; joints and methods used in cabinet-making; layout and design.

Carpentry I CAR 901

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: Proof of work experience in the construction industry.
Course Content: House framing and roofing, National Building Code.

Carpentry II CAR 902

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: Carpentry I.
Course Content: Basic stair design and layout, concrete practice, supervisory responsibilities.

Air Conditioning Design I AIR 900

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
90 hours
Fee: $70.00

Prerequisite: A reasonable knowledge of Mathematics and English at the grade 10 level.
Covers the basic theory and application of air conditioning system. It is offered for persons who wish to acquire a working knowledge of the modern methods used for the design of air conditioning systems for residential and small commercial buildings.
Course Content: Body comfort, air cycles, refrigeration cycle; heat sources and characteristics; psychrometric terms, chart and basic psychrometric processes; cooling and heating load calculations for residences by H.R.A. Manual — J and air conditioning load estimating by ASHRAE methods for small commercial buildings; air distribution, duct design (residential) by H.R.A. Manuals and for commercial application by the Equal Friction Chart; selection and application of self-contained package air conditioning equipment; air conditioning controls; balancing air conditioning systems.

Air Conditioning Design II AIR 901

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
90 hours
Fee: $70.00

Prerequisite: Grade 12 or equivalent industrial experience.
Designed for those who wish to have a working knowledge of commercial and industrial air conditioning systems designs.
Course Content: Influence of temperature, humidity and air motion on comfort; review of basic principles; components of an air conditioning system; behaviour of air vapour mixtures; psychrometric chart; sensible and latent heat; dehumidifying processes as related to designing of air conditioning systems; heating and cooling load calculations from internal and external sources; room air distribution and air duct design, using equal friction, velocity reduction and static regain methods; cooling coil performance and selection.

Air Conditioning Control AIR 902

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
90 hours
Fee: $70.00

Prerequisite: AIR 901 or equivalent industrial experience.
Covers the basic theory and application of automatic controls as applied to heating, ventilating and air conditioning systems.
Course Content: Introduction to automatic control, fundamentals of measurement; electric, electronic and pneumatic control circuits and units; selection of control valves and dampers, typical applications to radiation, central-fan heating, commercial refrigeration, fan-coil units, induction units and year-round air conditioning systems.

Air Conditioning Design III AIR 904

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
90 hours
Fee: $70.00

Prerequisite: AIR 901 or employment in the air conditioning industry, with a strong background in load calculations and psychrometrics.
Course Content: Principles of mechanical refrigeraton involving behaviour of refrigerants; tables, pressure enthalpy diagrams, refrigeration effect, functions and selection of air handling equipment; control principles and methods for all air systems; need for zoning; reciprocating refrigeration equipment; centrifugal refrigeration equipment; absorption refrigeraton equipment; heat pump package; heat ejection equipment; large package equipment; water chilling equipment; water systems and piping; refrigerant piping and systems; a project design and selection problem.

Air Conditioning Residential and Small Commercial AIR 905

Monday and Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: Employment in the heating or air conditioning industry as journeymen or equivalent.
Selection, installation and service of mechanical air cooled air conditioning equipment to five tons capacity.
Course Content: Refrigeration definitions, cycle compressors, condensers, evaporators, tubing and connections, safety, instruments, electric motors, electrical applied to refrigeration motors, electrical circuits, certified equipment, predicting and controlling sound levels, winter operaton, selection of equipment, estimating, installation start-up, air problems and measurement, and service analysis.

Gas Appliances AP 900

Monday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: Grade 10 or equivalent.
Course Content: Gas ranges, classification and types, gas range adjustment

and servicing, tip burner adjustments, simmer adjustments, low temperature oven burner adjustments; oven heat control, broiler adjustments, burner valves, range pilots, by-pass flame adjustments, dryers operation, dryer controls, thermostat, timer, door switch, solenoid valve, warpe safety switch, dryer installation, gas connection, testing and fault finding, miscellaneous appliances, gas refrigerators, gas-fired incinerators gas lamps, LP conversion.

Propane Gas AP 902

Monday and Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: Grade 10 or equivalent. Designed to prepare students to write the examination for the Propane Gas Fitter Licence.
Course Content: Properties of propane Gas, basic requirements for field approved appliances, propane piping and tubing requirements, review of ventilation and combustion air, general requirements for appliances storage and handling, cylinder filling, location and storage, propane tanks, accessories and equipment, transports, tank trucks and the transportation of propane, propane as an engine fuel, vaporizers, indirect and direct fired cylinder systems for highway mobile vehicles, review of basic domestic gas burner controls and heating system, review of the domestic hot water heater.

Appliance Servicing — Part I (Electrical Fundamentals and Small Appliances) AP 903

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: Grade 10 or satisfactory equivalent.
Course Content: Nature of electricity, basic electrical quantities, Ohm's Law and its application, electrical circuits, magnetism and electromagnetism, electrical circuitry and fault finding, motors, power and heating effects, electrical measuring instruments, various switching devices, theory and repair of small appliances, ranges.

Appliance Servicing — Part II (Domestic refrigeration) AP 904

Monday and Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: Grade 10 or equivalent.
Course Content: Fundamentals, compression system of refrigeration, refrigerants, liquid feed devices, evaporators, compressors, condensers, electric motor controls, defrosting methods, food preservaton, evaluating and charging, conditioners, circuit tracing, fault finding, service and analysis.

Appliance Servicing — Part III (Laundry Equipment) AP 905

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: Satisfactory completion of AP 903 or equivalent.
Course Content: Theory and operation of wringer and automatic washers, dryer, and dishwashers, fault finding and repair procedures, circuit tracing, service analysis.

Refrigeration — PART I (Basic) REF 900

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: Employment in the refrigeration industry or some allied trade.
Course Content: Refrigeration fundamentals and principles, compression system of refrigeration, properties of refrigerants, metering devices, expansion valves, evaporators, condensers, compressors, flow equipment, electric controls and control valves, lubrication, servicing (charging and evacuation), trouble shooting problems, shop demonstrations of silver brazing.

Refrigeration — Part II (Intermediate) REF 901

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: Successful completion of REF 900 or equivalent experience.
Course Content: Review of fundamentals, defrosting methods, compressor drives, instruments and meters, piping and refrigerant lines, pressure drops, heat calculations, refrigerated enclosures, survey of refrigeration applications, humidity in refrigeration, cooling load calculations, secondary refrigerants, liquid cooling, absorption systems, codes and by-laws, safety precautions.

Refrigeration — Part III REF 902

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
90 hours
Fee: $70.00

Prerequisite: REF 901.
To prepare the student to write the Certificate of Qualification examination.
Course Content: Roof top condensers; piping systems, brines, pumps, chillers, centrifugal compressors, heat pumps, symbols, starters and contactors, packaged units, humidifiers, dehumidifiers, spray apparatus, ponds, air cleaning equipment, electronic and curtain, cold control, load calculation commercial and air conditioning, selection of equipment, pneumatic systems, control circuitry, trouble shooting, safety.

Warm Air Heating and Air Conditioning HT 900

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
90 hours
Fee: $70.00

Prerequisite: Grade 10 or equivalent.
For persons who have a general knowledge of house construction and who wish to acquire a working knowledge of the basic and more advanced techniques involved in the design and application of warm air heating and air conditioning systems and equipment.
Course Content: Heat loss and heat gain calculations by H.R.A. methods; components, equipment and controls for heating and cooling, system specifications, zoning and duct sizing by H.R.A. manuals — "A" and no. 9, use of the Equal Friction Charts; uses of the Psychrometric Chart; humidification and dehumidification, the heat pump, air cleaning, system balancing.

Gas Fitter I HT 902

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: Applicants should have a full Gas Fitter II Licence and be employed in the industry. They will write an examination for the Gas Fitter I Licence.
Course Content: Fundamentals of combustion control, flame detection devices, firing systems, firing sequences and programs, logic diagrams, combustion controls, non-programming and programming, gas fired conversion burners and boilers, boiler classification and terminology, input calculations burner installations, fuel gas analysis and boiler efficiency, types of conversion burners and package boilers, required CGA valve train assemblies, schematic wiring diagrams, commercial hot water heaters, hot water heating units, systems, miscellaneous equipment, multiple hot water heating units, infra-red burners, make-up heaters and gas-fired air conditioning.

Heating Technical Sales HT 903

Wednesday, 9:00-12:00 noon
Casa Loma Campus
60 hours
Fee: $50,00

Prerequisite: Relevant employment.
This course is designed to upgrade technical representatives and salesmen in the heating industry.
Course Content: Heat loss calculation and duct design, codes and regulations as required for estimating costs and proper sizing of equipment and accessories.

Heating Home Comfort HT 904

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Designed for upgrading of heating servicemen; applicants must have a minimum of three years' related experience.
Course Content: Service diagnosis, electronic air cleaners; wiring, location, installation and service; electrical and controls for heating and cooling on domestic units; power humidifiers: location, installation, operation, and service; air balancing for heating and cooling systems; operation and electrical for two speed fan units.

Oil Burner III HT 905

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $30.00

Prerequisite: Grade 10 or working with associated trades.
Approximately 40% theory and 60% shop; designed to prepare students to write examinations for Oil Burner Servicing Licence Class III.
Course Content: Types of domestic burners, parts of burners, filters, purposes of controls, settings for basic controls, fuel line problems, safety precautions, public relations, procedure for annual conditioning.

Oil Burner II HT 906

Monday and Wednesday,
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: HT 905 or satisfactory experience.
Approximately 60% theory and 40% shop; designed to prepare students to write the examination for Oil Burner Servicing Licence Class II.
Course Content: Theory of combustion, types of burners, fuel units, transformers, combustion chambers, nozzles, tank installations, controls, heating systems, wiring diagrams, service procedures, regulations, public relations.

Gas Fitter II HT 907

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
90 hours
Fee: $70.00

This course is designed for persons presently engaged in the heating or appliance field, who wish to obtain the necessary knowledge to write the Energy Branch, Gas Fitter II examination for the Gas Fitter II Licence.
Course Content: Properties of natural gas, fundamentals of combustion, gas piping, venting, appliance requirements, fundamentals of gas controls, conversion burners, commercial and industrial utilization, service problems, shop work.

Commercial and Industrial Heating Equipment HT 908

Monday and Wednesday,
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: Gas Fitter I and Oil Burner II Licences.
This course is designed to develop a serviceman who is capable of servicing and installing commercial and industrial heating equipment.
Course Content: Types of burners, flue gas analysis, heating systems, boiler classifications, combustion control, flame safeguards, non-programming controls, programming controls, schematic wiring diagrams, servicing and trouble shooting.

Architectural Drafting — Part I DR 900

Monday and Wednesday,
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Course Content: Drafting equipment and procedure, Canadian symbols and conventions, foundation and floor plans for various types of construction, site plans, typical wall section, window details, door details, stair details, fireplace and chimney details, simple structural steel and reinforced concrete details, freehand sketches.

Architectural Drafting — Part II DR 901

Monday and Wednesday,
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: Successful completion of Part I, employment in architectural drafting at the junior level, or graduation at the grade 12 level in architectural drafting.
Course Content: Planning drawing layout; presentation drawing in the form of rendered plan and elevation; drawing plans, elevations, full sections, details and structural drawings of commercial or industrial buildings.

Blueprint Reading For The Construction Trades DR 931

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Credit toward AR DR 10/20.
Intended for those working in all branches of the building trades and serves as a foundation for further study.
Course Content: Orthographic projection, dimensions, pictorial drawing, drawing to scale, symbols and conventions, standard construction, plan study, construction details, plan reading and interpretation.

Plane Surveying SURV 101

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: MATH 100.
Course Content: Importance of surveying, correction for measured distances, use of simple distance-measuring equipment; measurement of angles with transit; differential trigonometric, profile and cross-section levelling; type, adjustments and use of levels, problems; methods of stadia, problems, topographical surveys, contour lines, direction of line, magnetic meridian and declination, isogonic chart, azimuth and bearing of a line, traverse surveys and computations of topographic map; construction surveys, municipal surveys, grades, methods of setting grades; horizontal circular curves, theory, computations, field practice; demonstration of modern survey equipment.

Reinforced Concrete Design STR 900

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Course Content: The theory of mechanics of reinforced concrete design such as modules of elasticity, moments of reaction, shear and bending; design of reinforced concrete components including footings, beams, solid, ribbed and stair slabs, web reinforcement, bar schedules and bar placement; working stress and ultimate strength design methods.

Structural Steel Design STR 901

Monday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Course Content: Force systems, force analysis of structures, stress, strain, shear and moment in beams; design of columns, beams, bolted and welded connections.

Quantity Surveying — Part I and Building CO 101

Monday and Wednesday,
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Designed for small builders and those wishing to commence studies for Canadian Institute of Quantity Surveyors examinations.
Course Content: Mathematics related to take off, general methods and procedures for taking off quantities for excavation; site work, concrete, formwork, reinforcement, brick and block masonry, and rough carpentry.

Construction Methods and Materials CO 901

Thursday, 3:00-6:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Of particular interest to personnel employed by the local government departments who are involved in Residential Rehabilitation Assistance and Neighbourhood Improvement programs.
Course Content: Brick material, masonry, bricks, tiles, etc., doors and windows, light wood framing, foundations, excavation water-proofing, etc.

Blueprint Reading and Estimating CO 910

Tuesday, 8:30-1:00 p.m.
Casa Loma Campus
49.5 hours
Fee: $50.00

Of particular interest to personnel employed by the local government building departments who are involved in Residential Rehabilitation assistance and Neighbourhood Improvement programs.
Course Content: Reading architectural, structural, mechanical and electrical drawings for residential construction with particular reference to symbols, conventions and dimensioning required for quantity take off and preparation of estimates; method of measurement of work required in reconstruction, alteration and rehabilitation of residential properties; analysis of prices of various trades including excavation, masonry, carpentry, finishings, roofing, plumbing.

Mechanical Systems I CO 912

Wednesday, 5:30-8:30 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Of particular interest to personnel employed by the local government building departments who are involved in Residential Rehabilitation Assistance and Neighbourhood Improvement programs.
Electrical Content: Ontario Hydroelectric Code, terminology, materials, methods of installation, metering, services, on-site inspections, minimum electrical requirements.
Plumbing Content: Provincial Plumbing regulations, drainage design, building traps, cleanouts and location, floor drains, basement fixtures, prohibited connections, venting, trapping, stacks, terminals, water supply, hot water tanks, cross connections, permissible materials, prohibited fittings and connections.

Contract Planning and Control for Construction CO 904

Monday and Wednesday,
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

A practical course for all members of the construction industry.
Course Content: Principles of Management, pre-tender planning, Basic network, C.P.M. Pert, Bar charts, Cascade Charts, Line of Balance method. Resources and cost control in project management. Introduction to use of computer as an aid to schedulling.

Mechanical and Electrical Systems in Building — Part I (Plumbing, Fire Protection and Heating) CO 906

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $30.00

This course is intended for all members of the construction industry other than mechanical electrical specialists. It will be of special interest to builders, superintendents, estimaters, and others.
Course Content: Plumbing and drainage including supply, fixtures, fittings and disposal.
Heating: warm air, hot water and steam including energy sources and boilers and furnaces.

ATHLETICS & RECREATION

Athletics/Recreation

Applied Underwater Science AUS 800

Wednesdays or Thursdays, 7:00-10:30 p.m.
Casa Loma Campus
52½ hours
Fee: $45.00

Locations: Wed. 186 Beverly Street (Central)
Thurs. Eastern Commerce High (East End)
Starting dates September 10 and September 11.
Course Content: This course is open to anyone with the ability to swim. Covers all aspects of snorkeling and scuba and leads to certification. Open water dives and trips south. All equipment is supplied.

General Fitness FIT 800

Monday and Thursday, 7:30-9:00 p.m.
Casa Loma Campus
18 hours
Fee: $25.00

Starting date September 15
Course Content: This course is designed to improve your fitness level in all areas. Two fitness tests are to be administered. The first test is essential in evaluating the individual's initial fitness or physical level. The exercise program is then designed according to the test results, working specifically on the areas that need developing. Group size may range from 6 - 12 people and is led by an instructor. After the six-week program, there is the retest, which is important in determining the improvement made.

Karate KUNG 800

Tuesday and Thursday, 6:00-8:00 p.m.
Kensington Campus
60 hours
Fee: $50.00

Starting date: September 9
Learn this ancient Oriental Art of Self Defence, teaching self-discipline and developing physical fitness.

Ski Conditioning SKI 800

Monday and Thursday, 7:30-9:00 p.m.
Casa Loma Campus
18 hours
Fee: $25.00

Starting date October 27th
Course Content: A conditioning program for downhill and cross country skiers. A physical fitness test is given and fitness program designed.

Yoga YOGA 800

Wednesday, 7:00-9:00 p.m.
Casa Loma Campus
24 hours
Fee: $20.00

Course Content: Designed to qualify students to teach hatha yoga, pranayama breathing exercises, relaxation therapy, and meditation.

Yoga Teacher Training Program YOGA 801

Monday, Tuesday, Thursday, 9:00-10:30 a.m.
Friday, 1:00-2:30 p.m.
Casa Loma Campus
3 years
Fee: $90.00

This comprehensive course is designed for people interested in learning more about Yoga: the history, the therapeutic value of Hatha Yoga; the science of mind control and the philosophy. It outlines the fundamental principles of Yoga tradition essential to good teaching methods.

Astrology ASTR 800

Monday, 7:00-9:00 p.m.
Casa Loma Campus
20 hours
Fee: $20.00

A basic introduction to Astrology considering the fundamental principles. The ancient astrologer; applications of astrology; explanation of symbols and terminology; the influence of the planets and signs; the significance of the Houses and the Ascendants; how to erect a Natal Chart.
The course will provide an overall view of current interest in astrology with critical appraisal of popular beliefs and misconceptions.

Indoor Gardening GARD 800

Tuesday or Thursday
7:00-9:00 p.m.
Casa Loma Campus
20 hours
Fee: $20.00

How to purchase and care for house plants. Plant identification and care, soils, fertilizers, propagation, insects and plant diseases, terrariums, growing plants under lights.

BUSINESS & COMMERCE

BUSINESS & COMMERCE

Business and Commerce

Business and Commerce

Beginning with the Fall Term 1975, the Business and Commerce Division is offering a number of Part Time Certificate Programs.

These Programs comprise a number of compulsory subjects as well as one or more electives. The following pages feature outlines of the various programs. Course descriptions can be found under the subject area. I.e. ACC under ACCOUNTING or E.D.P. under ELECTRONIC DATA PROCESSING.

NOTE: Register for Part Time Programs or Courses at Teraulay Campus only.

Certificate Programs are available in:

1. **Accounting**
2. **Advertising**
3. **Business Management**
4. **Court Reporting**
5. **Data Processing**
6. **Legal Office Procedures**
7. **Secretarial Practice**

Part Time Certificate Program in Accounting

This program is designed for persons who wish to acquire a thorough knowledge of the main aspects and facets of accounting. It will be of particular interest to those who are already working in junior positions in that field. However, the program is also valuable to all persons interested in a general career in business administration.

Entrance requirement for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses: 4 compulsory, 2 elective

Compulsory for Accounting Certificate

ACC 100	Introduction to Accounting
ACC 102	Accounting II
ACC 202	Cost Accounting I
†MATH 214	Statistics I

Electives for Accounting Certificate

BUS 900-A	Business Management I
BUS 900-B	Business Management II
†*ENG 201	English and The Business World
†AS 907	Business Law
ACC 205	Auditing and Taxation
EDP 900	Introduction to E.D.P.

Any other E.D.P. Course.

* *"English and the Business World" is a compulsory subject for all students whose native language is not English.*

† *Course details appear in Academic Division.*

Accounting
6 Subjects, 4 compulsory, 2 elective

Compulsory Subjects	Sept. 1975	Jan. 1976	Mar. 1976	Sept. 1976	Jan. 1977
ACC 100	•	•		•	•
ACC 102	•	•		•	•
ACC 202	•		•	•	
MATH 214	•		•	•	
Elective Subjects					
BUS 900-A	•	•		•	•
BUS 900-B	•	•		•	•
ENG 201	•	•	•	•	•
AS 907	•		•	•	
ACC 205	•				
EDP 900	•	•		•	•

Part Time Certificate Course in Advertising

The program is designed to develop potential advertising managers and persons presently employed in junior advertising of Canadian business.

Entrance requirement for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered of they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses: 3 compulsory, 3 elective

Compulsory for Advertising

BC 911	Principles of Advertising
MARK 100	Marketing
BC 910	Advertising Management

Electives for Marketing

MARK 202	Marketing Research and Information Systems
MARK 206	Marketing Management (strategies)
*†ENG 201	English and The Business World
BUS 900-A	Business Management I
BUS 900-B	Business Management II
ACC 100	Accounting I
BUS 101	Human Relations
BUS 211	Human Resources Management

* *"English and the Business World" is a compulsory subject for all students whose native language is not English.*

† *Course details appear in Academic Division.*

Advertising
6 Subjects, 3 compulsory, 3 elective

Compulsory Subjects	Sept. 1975	Jan. 1976	Mar. 1976	Sept. 1976	Jan. 1977
BC 911	•	•		•	•
MARK 100	•	•		•	•
BC 910	•		•	•	
Elective Subjects					
MARK 202	•		•	•	
MARK 206	•	•		•	•
ENG 201	•	•	•	•	•
BUS 900-A	•	•		•	•
BUS 900-B	•	•		•	•
ACC 100	•	•		•	•
BUS 101	•		•	•	
BUS 211	•	•		•	•

Part Time Certificate Program in Business Management

The prime purpose of this program is to develop potential managers and persons presently employed in junior managerial positions of Canadian businesses.

Entrance requirement for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses: 4 compulsory, 2 electives

Compulsory for Business Management

BUS 900-A	Business Management I
BUS 900-B	Business Management II
MARK 100	Marketing
ACC 100	Accounting I

Elective for Business Management

EDP 900	Introduction to Data Processing
ACC 102	Accounting II
ACC 202	Cost Accounting I
†*ENG 201	English and The Business World
†MATH 214	Statistics I
†AS 907	Business Law
†LAW 202	Procedural Law
PHD 100	Physical Distribution
BUS 101	Human Relations
BUS 211	Human Resources Management

* *"English and the Business World" is a compulsory subject for all students whose native language is not English.*

† *Course details appear in Academic Division.*

Business Management
6 Subjects, 4 compulsory, 2 elective

Compulsory Subjects	Sept. 1975	Jan. 1976	Mar. 1976	Sept. 1976	Jan. 1977
BUS 900-A	•	•		•	•
BUS 900-B	•		•	•	
MARK 100	•	•		•	•
ACC 100	•	•		•	•
Elective Subjects					
EDP 900	•	•		•	•
ACC 102	•	•		•	•
ACC 202	•		•	•	
ENG 201	•	•	•	•	•
MATH 214	•	•	•	•	•
AS 907	•		•	•	
LAW 202	•		•	•	
PHD 100	•	•	•	•	•
BUS 101	•		•	•	
BUS 211	•	•		•	•

Part Time Certificate in Court Reporting

This program will prepare students for employment in the court reporting field and will enable them to write the CHARTERED SHORTHAND REPORTERS' ASSOCIATION examinations.

Entrance requirement for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

8 Subjects: all compulsory

TYP 905	Advanced Typing (Speed objective 60 w.p.m.)
SHM 900	Machine Shorthand (Theory)
*SHM 901	Machine Shorthand (Speed)
SH 901	Shorthand Advanced Speed Level (Entrance Requirement of 120 w.p.m.)
BUS 308	Court Procedures
†ENG 301	English and The Legal World (to include Terminology)
†ANAT 100	Medical Terminology I
†ANAT 101	Medical Terminology II

* *Can be waived if student attained 100 w.p.m. in SHM 100.*

† *Course details appear in Academic Division.*

Court Reporting
all subjects are compulsory

Compulsory Subjects	Sept. 1975	Jan. 1976	Mar. 1976	Sept. 1976	Jan. 1977
TYP 905	•	•	•	•	•
SHM 900	•			•	
SHM 901	•	•	•	•	•
SH 901	•			•	
BUS 308	•	•		•	•
ENG 301	•		•	•	
ANAT 100	•	•	•	•	•
ANAT 101	•	•	•	•	•

Part Time Certificate in Data Processing

The George Brown College Certificate in Data Processing is granted upon completion of 10 of the 12 courses outlined on the following pages.

Most of the courses are designed to be of particular interest to people presently working in E.D.P.

Possession of the certificate denotes a degree of expertise sufficient for any position in a typical user data processing department.

EDP 900	Introduction to Data Processing
EDP 101	Cobol I
EDP 102	IBM/370 Assembler II
EDP 103	Programming I
EDP 200	Cobol II
EDP 202	Systems Analysis I
EDP 204	Advanced Programming
EDP 205	IBM/370 Assembler II
EDP 206	Systems Analysis II
EDP 208	Advanced E.D.P. Topics
EDP 210	On-Line Computing Systems
EDP 912	Accounting in an EDP Environment
EDP 914	Data Processing Mathematics

Students are expected to complete the program within 4 years.

Data Processing
10 out of 12 courses required

Subjects	Sept. 1975	Jan. 1976	Mar. 1976	Sept. 1976	Jan. 1977	Prerequisite
EDP 900	•	•		•	•	NONE
EDP 101	•	•	•	•	•	EDP 900
EDP 102	•	•	•	•	•	EDP 900
EDP 103	•		•	•		EDP 900
EDP 200	•	•	•	•	•	EDP 101
EDP 202	•		•	•		EDP 900
EDP 204		•				EDP 200
EDP 205	•			•	•	EDP 102
EDP 206		•			•	EDP 202
EDP 208	•		•	•		EDP 204, 205, or 206
EDP 210	•	•		•	•	EDP 206
EDP 912	•		•	•		EDP 900
EDP 914	•		•	•		EDP 900

Part Time Certificate Program in Legal Office Procedures

This program will provide successful graduates with the necessary skills and knowledge for entry into stenographic/secretarial positions usually found in legal offices.

Entrance requirement for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses: 5 compulsory, 1 elective

Compulsory Courses

TYP 905	Advanced Typing
SHP 900	Pitman Shorthand I
	OR
SHF 900	Forkner Shorthand I
**SHP 901	Pitman Shorthand II
	OR
**SHF 901	Forkner Shorthand II
OP 203	Legal Office Practice
*†ENG 201	English and The Business World

Elective Course — One of the Following

†AS 907	Business Law
†LAW 202	Procedural Law
†ENG 301	English and The Legal World
BM 905	Dictaphone
BOK 552	Bookkeeping

** "English and the Business World" is a compulsory subject for all students whose native language is not English.*

***Can be waived if student attained 100 w.p.m. in SHP 100 or SHF 100.*

†Course details appear in Academic Division.

Legal Office Procedures
6 Subjects, 5 compulsory, 1 elective

Compulsory Subjects	Sept. 1975	Jan. 1976	Mar. 1976	Sept. 1976	Jan. 1977
TYP 905	•	•	•	•	•
SHP 900	•			•	
or					
SHF 900	•			•	
SHP 901	•	•	•	•	•
or					
SHF 901	•	•	•	•	•
ENG 201	•	•	•	•	•
OP 203	•			•	
Elective Subjects					
AS 907	•		•	•	
LAW 202	•		•	•	
BM 905	•	•	•	•	•
BOK 552	•	•	•	•	•
ENG 301		•			•

Part Time Certificate in Secretarial Practice

This program will appeal to applicants who wish to embark on a career in the stenographic/ secretarial field as well as those who wish to refresh old skills in order to return to office positions.

Entrance requirements for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses: 5 compulsory, 1 elective

Compulsory Courses

TYP 905	Advanced Typing
**SHP 900	Pitman Shorthand I
	OR
**SHF 900	Forkner Shorthand I
SHP 901	Pitman Shorthand II
	OR
SHF 901	Forkner Shorthand II
OP 149	General Office Practice
	OR
OP 101A-B	Typing and Office Practice Parts I & II
*†ENG 201	English and the Business World

Elective Course — One of the Following

†AS 907	Business Law
BM 905	Dictaphone
EDP 900	Introduction to Data Processing
MARK 100	Marketing
BOK 552	Bookkeeping

** "English and the Business World" is a compulsory subject for all students whose native language is not English.*

*** Can be waived if student attained 100 w.p.m. in SHP 100 of SHF 100.*

† Course details appear in Academic Division.

Secretarial Practice
6 Subjects, 5 compulsory, 1 elective

Compulsory Subjects	Sept. 1975	Jan. 1976	Mar. 1976	Sept. 1976	Jan. 1977
TYP 905	•	•	•	•	•
SHP 900	•			•	
or					
SHF 900	•			•	
OP 149	•			•	
or					
OP 101-A	•	•		•	•
plus					
OP 101-B	•	•		•	•
ENG 201	•	•		•	•
SHP 901	•	•	•	•	•
or					
SHF 901	•	•	•	•	•
Elective Subjects					
AS 907	•		•	•	
BM 905	•	•	•	•	•
EDP 900		•			•
MARK 100	•	•		•	•
BOK 552	•	•	•	•	•

Accounting and Bookkeeping

Accounting I ACC100

Tuesday, 6:30-9:30 p.m.
Terauley Campus
45 hours
Fee: $40.00

Course Content: Fundamental principles of accounting; the entire bookkeeping cycle, including journal, posting, preparation of trial balance, adjusting and closing entries and preparation of a post-closing trial balance; controlling accounts and specialized journals; a detailed study of accounts receivable, inventory valuation, fixed assets and depreciation, natural resources and depletion; the voucher system; notes and interest; payroll accounting.
NOTE: Students enrolled in the certificate program must attain a "B" standing in order to proceed further.

Accounting II ACC102

Wednesday, 6:30-9:30 p.m.
Terauley Campus
45 hours
Fee: $40.00

Course Content: Partnerships: formation, division of profits, admission of new partner, goodwill and revaluation of assets, dissolution and liquidation; limited companies; organization and operation, share capital transactions, retained earnings, dividends and reserves, extraordinary gains and losses; bonds payable and sinking funds; investments; departmentalization and control; manufacturing accounting.

Cost Accounting ACC202

Monday, 6:30-9:30 p.m.
Teraulay Campus
45 hours
Fee: $40.00

The course is designed for students with an accounting standing equivalent to ACC100 and 102 or for those who are currently engaged in the bookkeeping field in industry and who wish to study cost accounting. It is a compulsory subject for students enrolled in the Accounting program.
Course Content: Basic concepts, fundamental principles, materials, labour, and overhead as applied to cost accounting; the above concepts and principles utilized in the solution of simple costing problems and cost accounting techniques employed for the solution of major financial cases.

Auditing and Taxation ACC 205

Wednesday, 6:30-9:30 p.m.
Teraulay Campus
45 hours
Fee: $40.00

Course Content: Principles and practices of auditing, with particular emphasis on the understanding of a good system's design and the evaluation of internal control. Year-end verifications of assets and liabilities. Income Tax Act and its regulations. Preparation of individual and corporate tax returns.

Bookkeeping BOK 552

Monday, 6:30-9:30 p.m.
Teraulay Campus
60 hours
Fee: $50.00

Course Content: Starting a bookkeeping system; recording transactions affecting balance sheet amounts; recording transactions affecting income and expense amounts; the income statement and the balance sheet; journalizing, posting and taking a trial balance; the six-column work sheet; closing entries and post-closing trial balance; special journals and subsidiary ledgers; bank reconciliations; the eight-column work sheet with adjusting and closing entries, and financial reports.

Accounting McBee ACC 900

Monday and Wednesday,
6:30-9:30 p.m.
Teraulay Campus
60 hours
Fee: $50.00

Course Content: Unit Accounting, Collation of Forms, Peg Strip Accounting and Comparative Reports.
The course will simulate one month of Manufacturing and Sales Accounting for a Printing Company.

Family Budgeting FAM 800

Wednesday, 6:00-9:00 p.m.
Teraulay Campus
30 hours
Fee: $30.00

The course is designed to help families balance their incomes and expenditures. Problems of being in debt, as well as housing and other topics will be discussed.

Bookkeeping Machines
Business Machines
Keypunch and Verific

Bookkeeping Machines BM 554

Tuesday and Thursday, 6:30-9:30 p.m.
Teraulay Campus
90 hours
Fee: $70.00

Prerequisite: Typing 35 w.p.m., ability to read and understand English at the Ontario Grade 10 level.
To introduce students to machine accounting procedures and to develop an operating speed which will be acceptable to industry.
Course Content: Instruction and practice in machine operation through the use of pre-recorded tapes and practical exercises; accounts receivable, accounts payable, journal distribution and payroll are taught, using the following machines: National Cash Model 3300 — Burroughs Sensimatic Models F. 1100 Olivetti-Underwood Model 1502 — Monroe Presldent Model 145-B — Smith Corona Marchant Model 602.

Calculators BM 901

Tuesday, 6:30-9:30 p.m.
Teraulay Campus
60 hours
Fee: $50.00

Prerequisite: Grade 10 plus an acceptable typewriting speed.
The aim is to develop competent calculator operators with an acceptable operating speed and the ability to solve mathematical and business problems using the calculator as the problem-solving tool.
Course Content: Instruction and practice to develop efficient 10 key and full keyboard operation in all phases of addition, subtraction, multiplication and division as related to practical business problem-solving, taught with the following equipment: Friden, Monroe, SCM Rotary Calculators, Olivetti, Victor 10-key adders and Printing Calculator and Electronic Calculators.

Data Processing — Keypunch and Verifier EDP 570

Monday to Thursday,
4:00-6:30 or 7:00-9:30 p.m.
Teraulay Campus
100 hours
Fee: $80.00

Prerequisite: Grade 10 plus 35 w.p.m. in typing. In lieu of a Grade 10 a pass mark in the Keypunch aptitude test is acceptable. Foreign students are also subject to an English test.
This course will bring the student to a high standard of accurate speed and machine familiarity so that the operator will be able to produce an acceptable quantity of high quality work on the IBM Keypunch and Verifier.
Course Content: 20 taped lessons prepared by IBM for Keypunch Models 029, 129, 3742, plus 1701, 1710 Univac Verifier punch and Verifying Interpreting punch. Also N.C.R. Key to Tape Encoder; the operation and names of the various parts of the machines.
NOTE: Refresher course available subject to test.

Business Management

Principles of Advertising BC 911

Monday and Wednesday,
7:00-9:30 p.m.
Teraulay Campus
25 hours
Fee: $75.00

This is a basic "hands-on" course designed for people whose work includes the planning, preparing and execution of advertising materials. Assignments will relate to the student's company where possible.
Course Content: Advertising and the Marketing Mix; the Target Audience; Creative Strategies; Media — objectives, strategies, comparative analysis; Print Production — copy layouts and mechanical art; Broadcast Production — scripts and storyboards; Research — problem definition, methods; Regulations and Legal Constraints.
Instructional methods include audio-visual presentations, handouts, discussion groups and lectures.
This course is offered in co-operation with "THE ADVERTISING AND SALES CLUB OF TORONTO"; and the club will award a Certificate to those who attend at least 8 out of 10 classes.

Advertising Management BC 910

Tuesday, 6:30-9:30 p.m.
Teraulay Campus
45 hours
Fee: $40.00

Prerequisite: BC 900 and MARK 100, or a minimum of 3-years' related experience.
Graduates of this course will be able to write a formal Advertising Recommendation with detailed objectives and strategies, which relates logically to the marketing environment and marketing mix of the advertiser. Additional topics include advertising regulations and an analysis of socio-economic criticisms of advertising.
Instructional methods include lectures, readings and discussions, with emphasis on case study method (cases must be prepared outside of class). The major assignment will be the preparation of the formal Advertising Recommendation which, where possible, will apply to the student's employer organization.

Human Relations BUS 101

Wednesday, 7:00-10:00 p.m.
Teraulay Campus
45 hours
Fee: $40.00

An introduction to the fundamental principles of human relations; an analysis of the general nature of man as veiwed from various thinkers, sciences and disciplines such as philosophy, psychology, economics, political science, theology, sociology, music, poetry, art, modern business management theories, etc.; an elementary examination of such topics as: Who am I? (self-awareness); effective communications; effective listening. Students are encouraged to read, research books, periodicals, and to develop a deeper appreciation that all knowledge is potentially valuable as an insight into human relations and human behaviour.

Human Resources Management BUS 211

Thursday, 7:00-10:00 p.m.
Teraulay Campus
45 hours
Fee: $40.00

This is a course designed to develop a student's skills in such areas as Communications, motivation, organizational skills, self-initiative, basic management techniques. The course attempts to simulate as much as possible a real business environment.

Business Management I BUS 900-A

Tuesday, 6:30-9:30 p.m.
Teraulay Campus
45 hours
Fee: $40.00

First of a two-part course for people in junior of middle management positions. Compulsory subject for the Business Management Certificate (Part-time).
Course Content: Background; orientation, definition of a manager, importance of the environment. Business in Canada; an overview, nature and importance of business history, corporate structures, participation in planning a company. Principles; decision making and policy formulation, organizing and staffing, planning and controlling, communication and directing. Management; qualifications, senior management, first line management, middle management.
Case studies for each major topic.

Business Management II BUS 900-B

Tuesday, 6:30-9:30 p.m.
Teraulay Campus
45 hours
Fee: $40.00

Second part of a two-part course for people in junior or middle management positions. Compulsory subject for students enrolled in Business Management Certificate (Part-time).
Course Content: Functions; production, marketing, financial and personnel functions. Current and future concerns; business and government, international corporations, business in the future.
Case studies for each major topic.

Women in Business BUS 903

Tuesday, 7:00-10:00 p.m.
Teraulay Campus
30 hours
Fee: $30.00

A practical and positive introduction to management development for women; this course will help you start your own business or move up the management ladder.
Course Content: Room at the top; self analysis and career planning, resume, business letter writing. The myths; recognizing and overcoming the discrimination against females in the management structure. The law and the business community. Accounting; bookkeeping records, one write systems, reading and analysis of a financial statement. Managing time; effective controls for profitability. Family property law; a discussion of wife's property rights, government regulations. Banking system. Budgets; financial forecasting, credit and collections. Purchasing and inventory control. Marketing and merchandising; techniques, sales forecasting, sales analysis. Public relations and advertising.

There will be a number of prominent guest speakers. Each major topic will be supplemented by film.
NOTE: Each person registering for this course must bring with her a completed job application for one of the jobs listed in an assignment, which is available from the B. & C. Part time studies office (927-1212, Ext'ns 298, 549).

Marketing MARK 100

Wednesday, 7:00-10:00 p.m.
Teraulay Campus
45 hours
Fee: $40.00

Prerequisite: Grade 12 or equivalent.
Course Content: Introduction to basic marketing concepts and practices as related to the consumer; marketing terminology, controllable and non-controllable variables, target market identification by demographic and geographic segmentation.
Compulsory Subject for Certificate in Advertising.

Marketing Research & Information Systems MARK 202

Wednesday, 6:30-9:30 p.m.
Teraulay Campus
45 hours
Fee: $40.00

Designed for the user of information rather than for the technical research specialist, the course emphasizes the definition of decision-oriented information needs and the interpretation of information results. Sampling and measurement techniques are studied. Text, cases, project.

Marketing Management I MARK 205

Tuesday, 6:30-9:30 p.m.
Teraulay Campus
45 hours
Fee: $40.00

Prerequisite: MARK 100.
This course, with MARK 206, interrelates elements of the marketing mix that were studied separately in previous courses, by comparing various strategies, their underlying causes, and relating these to product and price. Text, cases, computer simulation, project.

Marketing Management II MARK 206

Tuesday, 6:30-9:30 p.m.
Teraulay Campus
45 hours
Fee: $40.00

Prerequisite: MARK 205.
This course provides an intensive survey of management decisions related to marketing planning and strategy, buyer behaviour, distribution and promotional strategies. The study of realistic company cases will provide the student with a deeper understanding of business problems in these areas.

Procedural Law LAW 202

Thursday, 6:00-9:00 p.m.
Teraulay Campus
45 hours
Fee: $40.00

Practice and procedure before the various courts in Ontario. Rules of court and pleadings. Rules of evidence. Court officials and procedures in court offices and registries and in other registries. The role of the lawyer with respect to the courts, to other lawyers, and to the clients.

Introduction to Physical Distribution Systems PHD 100

Wednesday, 6:30-9:30 p.m.
Teraulay Campus
45 hours
Fee: $40.00

A survey course dealing with the actual movement of products, from the producer to the customer. Areas involved include communication, order processing, inventory control, material handling, warehouses and warehousing, location analysis, protective packaging and taffic management.

Electronic Data Processing

Introduction to Data Processing EDP 900

Wednesday, 6:00-9:00 p.m.
Teraulay Campus
45 hours
Fee: $40.00

This course provides an overview of business data processing which will prepare the participant for further study in the areas of programming and systems analysis. Topics include hardware and software features, programming languages, flowcharts, and programming experience.

Cobol I EDP 101

Tuesday, 6:00-9:00 p.m.
Teraulay Campus
45 hours
Fee: $40.00

Language mechanics of COBOL are introduced and students gain practical experience by writing programs to solve business type problems. Emphasis is placed on documentation of programs.

IBM/370 Assembler I EDP 102

Mondays, 6:00-9:00 p.m.
Terraluay Campus
45 hours
Fee: $40.00

This course introduces IBM/370 architecture and discusses in detail the components of the IBM/370 series of computers. Topics include hardware and software features while emphasizing programming in Assembler language.

Cobol II EDP 200

Tuesday, 6:00-9:00 p.m.
Terraluay Campus
45 hours
Fee: $40.00

Prerequisite: A "C" standing in COBOL I or equivalent.
Applications such as accounts receivable and payroll are the subject of programming assignments. Techniques include sorting, summarizing and master file update.

Systems Analysis I EDP 202

Tuesday, 6:00-9:00 p.m.
Terraluay Campus
45 hours
Fee: $40.00

Prerequisite: EDP 900 or equivalent.
This introductory course in systems analysis is designed to acquaint students with the important role of the computer in business. A number of business computer applications are used to illustrate the effectiveness of the computer as a tool for management. Students gain an insight into the criteria applied by managers in deciding how the computer should be used.

Programming I EDP 103

Monday, 6:00-9:00 p.m.
Terraluay Campus
45 hours
Fee: $40.00

Prerequisite: EDP 100 or equivalent.
The objective of this course is to provide a thorough knowledge of the programming techniques used to solve business applications. Topics include accounting, marketing and physical distribution problems and the participant is encouraged to use the computer as a powerful tool for management.

Advanced Programming EDP 204

Monday, 6:00-9:00 p.m.
Terraluay Campus
45 hours
Fee: $40.00

Prerequisite: Approval by the instructor.
Applications requiring several interactive programs and involving the use of direct access storage are designed by the class. Individually, students write the necessary programs to install and maintain the applications. COBOL is the primary language, however, techniques for insertion of segments in other languages are introduced.

IBM/370 Assembler II EDP 205

Monday, 6:00-9:00 p.m.
Terraluay Campus
45 hours
Fee: $40.00

Prerequisite: A "C" standing in Assembler I or equivalent.
This advanced course in programming the IBM/370 series of computers focuses on many of the powerful features of Assembler language. Case studies and comprehensive problems encourage programming proficiency while extending the programmer's knowledge of applications.

Systems Analysis II EDP 206

Wednesday, 6:00-9:00 p.m.
Terraluay Campus
45 hours
Fee: $40.00

Prerequisite: A "C" standing in Systems Analysis I or equivalent.
This advanced course on Systems Analysis involves active participation in problem investigation and encourages analytical examination of facts prior to the presentation of a proposed solution.

Advanced EDP Topics EDP 916

Wednesday, 6:00-9:00 p.m.
Terraluay Campus
45 hours
Fee: $40.00

This course examines selected topics which are of current interest in data processing.

On-Line Computing Systems EDP 915

Thursday, 6:00-9:00 p.m.
Terraluay Campus
45 hours
Fee: $40.00

This course examines topics related to teleprocessing, real-time processing and time-sharing systems.

Accounting in an EDP Environment EDP 912

Tuesday, 6:00-9:00 p.m.
Terraluay Campus
45 hours
Fee: $40.00

This course studies the accounting principles of which data processors must have a working knowledge.

Data Processing Mathematics EDP 914

Thursdays, 6:00-9:00 p.m.
Terraluay Campus
45 hours
Fee: $40.00

This course examines selected topics in mathematics useful in data processing.

Insurance Courses Leading to A.I.I.C. or F.I.I.C.

Principles and Practice INS 900

Monday, 5:30-8:30 p.m.
Terraluay Campus
36 hours
Fee: $45.00

Introducing the insurance business; the organization and operation of Insurance; Law; basic documents — applications; binders and policies; from application to expiry; reinsurance; federal and Provincial controls; production of business; adjusters; underwriters' associations or boards; history; how to read a policy.

Property I INS 901

Wednesday, 5:30-8:30 p.m.
Terraluay Campus
36 hours
Fee: $45.00

Basic fire insurance policy, extended coverage endorsement; Insurance Act provisions — fire insurance; Fire Statutory Conditions; cooconcepts relating to property insurance, coinsurance, mortgage clauses; dwelling fire insurance coverages; dwelling extended coverage endorsement; introduction to inland marine and multi-peril, general features of inland marine and multi-peril forms and underwriting of these forms; householders' named perils, personal effects floater, fine arts policy, miscellaneous coverages; composite dwelling policy, homeowners' policy, tenants' package policy; co-operatives and condominiums.

Property II INS 902

Tuesday, 5:30-8:30 p.m.
Terraluay Campus
36 hours
Fee: $45.00

Business fire coverages; extended coverage endorsements E.C.K.L.J. rating; fundamental principles and purposes of underwriting; practice of underwriting; the mechanics of underwriting; insurance plans; plan drawing; mercantile coverages and commercial coverages designed for specific purposes; bailees; coverages; real property insurance; basic fire policy; survey practice.

Liability INS 903

Thursday, 5:30-8:30 p.m.
Terraluay Campus
36 hours
Fee: $45.00

The law of Negligence — Common Law — basic principles, the courts, employer and employee, independent contractors, dangerous things, animals, children and parents, damages, liability of owners and occupiers for dangerous land or premises, public authorities, conflict of laws, fatal accidents, defences.
The Law of Negligence — Province of Quebec.
General Liability Insurance — PPO policy wording in detail, packages, Workmen's Compensation, Employer's Liability, voluntary Compensation, various types of general liability policies, moral and physical hazards, surveys and underwriting, certain liability problems in detail, claims.

Insurance on the Person INS 904

Wednesday, 5:30-8:30 p.m.
Teraulay Campus
36 hours
Fee: $45.00

History, types of policies, premiums, multi-party policies, computation of premiums — mortality, interest, expenses; office reserves — policy values, annual statements; savings and protection — uses of policies, effect of taxation; the Insurance Act; underwriting life insurance; business life insurance, pension plans, group insurance, equity investments, agency systems. Accident and Sickness — history, the Insurance Act, Statutory Conditions; coverages, underwriting, group insurance.

Automobile INS 907

Tuesday, 5:30-8:30 p.m.
Teraulay Campus
36 hours
Fee: $45.00

Introduction and development, and applications in general, applications for Owner's form (S.P.F. I); Owner's form — Section A — Third Party Liability; Owner's form — Section B Accident Benefits coverage; Owner's form — Section C — Own damage; General provisions, definitions and exclusions; Automobile insurance law and Statutory Conditions; endorsements which may be used with Owner's form; Non-owned Liability insurance; garage coverages; automobile insurance variations in the provinces; financial responsibility laws; highway victims indemnity funds; absolute liability, filing proof of financial responsibility; facility; compensation without fault; rating, claims.

Burglary and Fidelity INS 905

Tuesday, 5:30-8:30 p.m.
Teraulay Campus
36 hours
Fee: $45.00

Definitions, policy conditions; Robbery insurance — interior messenger and paymaster robbery (hold up) policy; Burglary insurance — safe burglary policy, mercantile stock burglary, damage to buildings by burglary or robbery; Theft insurance — church theft, residence theft; Broad form coverage — money and securities policy (broad form); Safe deposit box policies — standard safe deposit box policy (lessee's burglary and robbery cover), lessee's cover (broad form), lessor's cover (blanket insurance), lessor's cover (liability insurance); fidelity, forgery; Package policies — comprehensive dishonesty, disappearance and destruction policy, office — store burglary and robbery, broad form storekeepers, brokers blanket bonds; physical protection; underwriting; rating; claims.

Loss Adjustment and Claim Settlement INS 908

Wednesday, 5:30-8:30 p.m.
Teraulay Campus
36 hours
Fee: $45.00

Adjusting in general, the adjuster's obligations, ethics; the contract — definition of terms, types of contract; relationships — waiver and estoppel, non waiver agreements, proximate cause, without prejudice, reports; subrogation; aids to implementing adjustments — catastrophe plan, arbitration agreements, Insurance Crime Prevention Bureau, guiding principles; first party claims; public liability insurance; products liability; professional liability; bond claims — fidelity and surety; preserving the evidence; litigation; termination of a claim.

Casualty Covers INS 909

Thursday, 5:30-9:30 p.m.
Teraulay Campus
36 hours
Fee: $45.00

Glass Insurance — policy coverage, underwriting, claims; Surety bonds — underwriting terms, principles of suretyship, miscellaneous bonds, contract bonds, fiduciary bonds, administration bonds, underwriting, cancellation, surety claims procedure; Boiler and machinery insurance — history, main classes of objects for insurance, the policy, schedules and endorsements, rating, indirect insurance; Aviation insurance — aviation aircraft liability insurance, underwriting and rating, endorsements, additional coverages, aviation general liabilities, premises and operations liability, hangarkeeper's liability, products and completed operations liability, employer's liability and workmen's compensation, aviation accident insurance, air cargo liability insurance; miscellaneous coverages — water damage insurance, weather insurance, crop hail insurance, live stock mortality insurance, commercial credit insurance.

Fire Prevention and Protection INS 910

Thursday, 5:30-8:30 p.m.
Teraulay Campus
36 hours
Fee: $45.00

Principles and practice of fire equipment; hand operated fire extinguishing equipment; automatic sprinkler protection and other special fire extinguishing equipment; private fire alarm services and equipment; public fire protection.

Business Interruption INS 911

Monday, 5:30-8:30 p.m.
Teraulay Campus
36 hours
Fee: $45.00

Purpose, terminology, insured perils, policy periods — indemnity period, American vs. British approach, insurable interest.
Earnings insurance no co-insurance, gross earnings, insurance, profits insurance, other forms, some practical points, loss adjustment.

Property Loss Adjustment INS 912

Thursday, 5:30-8:30 p.m.
Teraulay Campus
36 hours
Fee: $45.00

Obligations of the insured and insurance company in event of loss; the adjuster — his investigation and reports; the policy; determining the loss; determining the cause and point of origin of fires; criminal code offences; coinsurance, pro-rata distribution, apportionments; guiding principles; arbitration; miscellaneous coverages; special procedures; business interruption; extended coverage; forms and documents; aids to implementing adjustment.

Insurance Accounts and Finance INS 913

Wednesday, 5:30-8:30 p.m.
Teraulay Campus
36 hours
Fee: $45.00

Government control of insurance companies; general principles of bookkeeping and insurance accounts, systems and methods, inter-relationship of accounting and statistical departments; books and records of original entry and subsidiary ledgers, general ledger, profit and loss account and balance sheet, premium reserves and loss reserves; collection and credit; agents accounts; reinsurance accounts; statistics; taxation of general insurance companies; investments.

Insurance Administration and Essentials of Management INS 914

Monday, 5:30-8:30 p.m.
Teraulay Campus
36 hours
Fee: $45.00

Nature and importance of management, development of management through, moral and social dimensions of management, international management and its environmental dimensions; head office organization; decision making and policy formulation; branch and agency organization; organization and staffing; planning and controlling, communicating and directing; the behavioral sciences in management; managerial economics, managerial accounting; quantitative methods of analysis; the forms and uses of statistical returns; information systems and computers; manufacturing management; buildings and equipment; financial management; insurance publicity.

Fire Hazards INS 915

Wednesday, 5:30-8:30 p.m.
Teraulay Campus
36 hours
Fee: $45.00

A comprehensive study of fire hazards in general and building construction, in particular.
Within these terms of reference this course covers the various types of building materials, and treats in descriptive and graphic forms, many types of structure — with special emphasis on fire resistance.
The course draws attention to the study of fire hazards such as those attending heating, lighting, and housekeeping, and to the relationship of these hazards to ignition, combustion — as well as to volatility and flammability.

Principles and Practice of Marine INS 923

Wednesday, 5:30-8:30 p.m.
Terauley Campus
36 hours
Fee: $45.00

Function of marine insurance; marine insurance and trade; marine insurance markets; associations; Lloyds; insurance accounts; effecting insurance; types of policies; the policy form — construction, principles of interpretation, wording; the voyage; the vessel; insured perils; assignments; definitions of pertinent terms; losses; the adjustment; general average; salvage, double insurance, subrogation, returns of premium; Hull insurance clauses, Institute Time clauses, Canadian and American clauses, Cargo clauses, other frequently used clauses; floating policies; open covers; reinsurance; Marine Insurance Act; York-Antwerp Rules; average adjusters.

Clerical and Secretarial Skills

Court Procedures BUS 308

Wednesday, 7:00-10:00 p.m.
Terauley Campus
45 hours
Fee: $40.00

The purpose of this course is to familiarize the student with the duties performed by a court reporter and the manner in which a court functions.

Typing and Office Practice OP 101-A

Monday and Wednesday,
6:00-9:00 p.m.
Terauley Campus
60 hours
Fee: $50.00

Prerequisite: TYP 901 or 25 w.p.m. in Typing, good command of English.
First of a two-part course in Typing and Office Practice which is designed to prepare students for a variety of jobs in the clerical field.
Course Content: The challenge of the modern business world; securing the job you want; improving your clerical typing techniques; working skillfully with office forms and supplies. Performing general office duties: postal and other services, processing office mail, filing.

Typing and Office Practice OP 101-B

Tuesday and Thursday, 6:00-9:00 p.m.
Terauley Campus
45 hours
Fee: $50.00

Prerequisite: OP 101-A or TYP 905.
Course Content: Performing additional office duties: telegraphic messages and services; bank and credit services; mechanized office operations advancement on the job; further development of typing skills.

Legal Office Practice OP 203

Tuesday and Thursday, 6:00-9:00 p.m.
Terauley Campus
150 hours
Fee: $115.00

Prerequisites: A good facility in any short hand, English at the Grade 12 level or equivalent, and 45 w.p.m. in typing.
Course Content: Legal correspondence, docket, entries and accounts, legal forms and methods of diaries, reminders and filing systems; real estate transactions, deeds and transfers, mortgages and charges, statements of adjustments, insurance and reporting letters; civil litigation, court documents, actions, matters, appeals, wills, incorporating and Ontario company.

Medical Office Practice OP 205

Tuesday and Thursday, 6:00-9:00 p.m.
Terauley Campus
120 hours
Fee: $95.00

Prerequisites: Grade 12 English, typing speed at 45 w.p.m., 80 w.p.m. in any short hand system; or Dictaphone or eight 15-line letters per hour; also ANAT 100 (Medical Terminology). ANAT 100 may, however, be waived under certain circumstances.
Course Content: To further develop typing skills with emphasis on handling the daily routine of a doctor's office — including appointments, correspondence, patient files and medical forms, OHIP and Workmen's Compensation forms, and the assignments involved when part of a hospital dicta-typing pool.

Typewriting A (Beginning Typewriting) TYP 901

Monday and Wednesday, or
Tuesday and Thursday, 6:00-9:00 p.m.
Terauley Campus
90 hours
Fee: $70.00

Prerequisite: Basic knowledge of English.
The purpose is to: (a) achieve a mastery of the keyboard using the touch system, plus an introduction to basic typewriting setups; (b) achieve 25 w.p.m. on five-minute tests.
Course Content: All the keys will be taught with special emphasis on the touch system (posture, good stroking, rhythm and correct fingering are an integral part.) The names, care, and proper manipulation of the parts of the machine will be introduced as required. The rules of syllabication and capitalization, an introduction to basic centering, tabulation and letters, plus typing of value for personal use.

Dictaphone BM 905

Monday and Wednesday, or
Tuesday and Thursday, 6:00-9:00 p.m.
Terauley Campus
60 hours
Fee: $50.00

Prerequisite: A thorough knowledge of business English, spelling and setup of letters (minimum of grade 11), plus a typing speed of 45 w.p.m.
Designed to prepare the student to become an accredited dictaphone secretary, with an initial capacity of 60 fifteen-line letters a day.
Course Content: Typing from dictabelt records put out by the Dictaphone Corporation.

Typewriting (Advanced Typewriting) TYP 905

Monday and Wednesday or
Tuesday and Thursday, 6:00-9:00 p.m.
Terauley Campus
90 hours
Fee: $70.00

Prerequisite: 25 w.p.m. or TYP 901.
The purpose is to: (a) further develop typewriting skills and to concentrate on more advanced typewriting setups; (b) achieve 40 w.p.m. on ten-minute tests.
Course Content: During this course, emphasis will be placed on practical typing of tabulation-tables, and financial statements; centering of menus, programs, announcements; business letters — different styles, placement, carbon copies and envelopes; essential business forms; erasures and corrections; squeezing and spreading; duplicating — the typing of dittos, stencils, and offset masters; skill development to bring the typist up to 40 w.p.m. or better on ten-minute tests.

Basic Typewriting — Lumisonic TYP 900

One hour per night — four nights per week — ten weeks
40 hours
One hour per day — Monday to Friday — 8 weeks
40 hours
Terauley Campus
Fee: $35.00

An intensive course in keyboard typewriting, taught using the lumisonic system; designed to develop quickly a high keyboard typing speed.
Course Content: The first six hours will be spent learning the keyboard with emphasis on posture, good stroking, rhythm and correct fingering. Later lessons will develop speed and accuracy to a high degree using modern, programmed instructional techniques. This course is primarily designed as a first step towards a keypunch operators course.

Typing — Speed Development TYP 902

Monday to Thursday, 6:00-8:00 p.m.
64 hours
Monday to Friday, 1:30-3:30 p.m.
64 hours
Terauley Campus
Fee: $55.00

A course on electric typewriters designed for persons with previous typing experience. A typing speed of approximately 50 w.p.m. with a high degree of accuracy is the objective of this course. This will be achieved through remedial and corrective drills as well as sustained timed writings.

Pitman Shorthand — Refresher Course SH 900

Tuesday and Thursday, 6:00-9:00 p.m.
Teraulay Campus
90 hours
Fee: $70.00

Prerequisite: Grade 12 English or equivalent; a reasonable knowledge of the theory.
Course Content: Quick review of the principles of Pitman Shorthand; emphasis on facility in the use of shortforms, contractions, intersections and phrases; attention to development of speed.

Shorthand — Advanced Speed Level SH 901

Saturday, 9:30-12:30 p.m.
Teraulay Campus
90 hours
Fee: $70.00

Prerequisite: The ability to write 120 w.p.m.
Course Content: Dictation of business letters, legal and literary matters, jury charges, court testimony; emphasis on the basic techniques required to attain high speeds in shorthand; high speed phrasing and short cuts.

Pitman Shorthand — Theory SHP 900

Tuesday and Thursday, 6:00-9:00 p.m.
Teraulay Campus
150 hours
Fee: $115.00

Prerequisite: Grade 12 English or equivalent.
Course Content: Theory of Pitman shorthand, common short-forms and phrases; development of a high frequency vocabulary common to all dictation.

Pitman Shorthand — Speed Development SHP 901

Tuesday and Thursday, 6:00-9:00 p.m.
Teraulay Campus
60 hours
Fee: $50.00

Prerequisite: SHP 900 or equivalent, and 45 w.p.m. in typewriting, plus grade 12 English or equivalent.
To further develop facility in writing shorthand of average commercial difficulty at speeds up to 120 w.p.m., and in transcribing from notes at the typewriter.
Course Content: Development of skill in writing and reading shorthand notes, with emphasis on short-forms and phrases; practice in transcribing notes at the typewriter in acceptable, mailable form.

Forkner Shorthand — Theory SHF 900

Tuesday and Thursday, 6:00-9:00 p.m.
Teraulay Campus
120 hours
Fee: $95.00

Prerequisite: Grade 12 English or equivalent and a minimum of 35 w.p.m. in typewriting.
This level provides a basis for the development of speed in writing shorthand.
Course Content: A presentation of the principles of the system, together with extensive dictation which begins as early as lesson 5. The average student can attain speeds of up to 80 w.p.m. in this course.

Forkner Shorthand — Speed Development SHF 901

Tuesday and Thursday, 6:00-9:00 p.m.
Teraulay Campus
60 hours
Fee: $50.00

Prerequisite: Completion of theory level, plus grade 12 English or equivalent, and 45 w.p.m. in typewriting.
For persons desiring to develop facility in writing Forkner shorthand at speeds up to 120 w.p.m.
Course Content: Development of facility in writing and reading shorthand notes within the 3,000 word high-frequency range which makes up 97% of all ordinary dictation material; practice in transcribing notes at the typewriter.

Machine Shorthand — Theory SHM 900

Monday and Wednesday,
6:00-9:00 p.m.
Teraulay Campus
150 hours
Fee: $115.00

Prerequisite: Grade 12 English or equivalent.

Provides a basis for the development of speed in shorthand.
Course Content: Theory of machine shorthand, common short-forms and phrases; dictation; facility in notetaking from material of limited vocabulary.

Machine Shorthand — Speed Development SHM 901

Monday and Wednesday,
6:00-9:00 p.m.
Teraulay Campus
60 hours
Fee: $50.00

Prerequisite: SHM 900 or equivalent, plus grade 12 English or equivalent,and 45 w.p.m. in typewriting.
To develop facility in writing shorthand of average commercial difficulty at speeds up to 120 w.p.m. and transcribing notes in acceptable mailable form.
Course Content: Continuation of SHM 900 above.

Microfilm For Your Business MICRO 900

Tuesday, 6:00-9:00 p.m.
Teraulay Campus
30 hours
Fee: $55.00

Course Content: Advanced microfilming techniques; demonstration of representative microfilm applications; advantages and disadvantages of various microforms; objective analysis of equipment in terms of specific applications.

ELECTRICAL ELECTRONICS

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Electrical/Electronics

Introduction To Acoustics ACU 200

Tuesday, 7:00-10:00 p.m.
Terauley Campus
60 hours
Fee: $50.00

Course Content: Heat; characteristics of wave and wave motion; fluids. Emission and transmission of sound waves; velocity of sound; change in velocity of sound with change in temperature and humidity; physiology of the human ear; physiology of the speech mechanism; hearing speech and hearing loss; speech chain; psychological effects of sound and noise; sound and music; measurement of sound and noise.

Electrical Apprentice Review EL 900

Monday and Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Designed for those apprentices who are in their final term and who expect to write the qualifylng examination sometime within the year.
Course Content: Theory, code and equipment over the entire area of apprenticeship training.

Estimating For The Electrical Trade EL 901

Monday and Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: Journeyman electrlcian, fifth term apprentice, or equivalent.
Course Content: Plan analysis; take-off procedure, transferring and pricing; labour units; installation only projects; adjustments for working conditions; cable poles; pull boxes; labour cost variables; non-productive labour; Incidental and direct job cost; electric heating loads.

Hydro-Electric Power Commission Regulations EL 902

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: At least fifth term apprentices, or journeymen.
Course Content: Authority, Interpretations, use of the index, application of regulations.

Lighting Fundamentals EL 904

Wednesday, 7:00-10:00 p.m.
Terauley Campus
60 hours
Fee: $50.00

Course Content: Nature of light; the eye and the relationship between light and sight; lighting terms; laws and controls; light measurement and meters; light sources, its production and characteristics, including incandescent, gaseous discharge and fluorescent lamps; luminaire data consisting of general, photometric, electrical and mechanical characteristics; illumination design including zonal-cavity calculations for industrial buildings, offices and schools; store lighting, exterior residential lighting; cost analysis to include lamp economics, lighting system ownership and operating costs.

Electrical Fundamentals A.T.E.C. Program (Approved)

Monday, 7:00-10:00 p.m.
Terauley Campus
60 hours
Fee: $50.00

Prerequisite: MATH 100.
Course Content: Basic electrical concepts; simple D.C. circuits, power magnetism, electro-magnetism, magnetic circuits; D.C. measuring instruments; A.C. measuring instruments; electrical measurements, induction, capacity, alternating current, resistance, impedance, power In A.C. circuits.

Electrical Construction — Part I EL 907

Monday and Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: Grade 10 or the equivalent.
Course Content: Ohm's Law; series circuits, combination circuits; two-wire distribution; line loss, power efficiency; wire calculations; batteries, magnetism, electro-magnetism, induction, three-wire distribution; Hydro Electric Power Commission Regulations; shop projects.

Electrical Construction — Part II EL 908

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: EL 907 or the equivalent.
Course Content: Electro-magnetism; induction; DC generators; generator set-up and operation; DC motor, motor operation and controls; Hydro-Electric Power Commission Regulations; shop projects.

Electrical Construction — Part III EL 909

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $30.00

Prerequisite: EL 908 or the equivalent.
Course Content: AC fundamentals, vectors, single-phase transformers, single-phase motors, three-phase motors, three-phase transformers, auto transformers, Hydro-Electric Power Commission Regulations, shop projects.

Industrial Electronic Controls Part I EL 910

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: Fifth term apprentices, journeymen electricians, or equivalent.
Course Content: Basic principles, study of AC theory, vector analysis, introduction to electronics, types of electronic tubes, amplifiers, tube circuitry, and applications, phantrons, thyratrons, solid state devices and shopwork.

Industrial Electronic Controls Part II EL 911

Monday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: EL 910.
Course Content: Power supplies, principle of timers; welding timers; current control with gas tubes; solid state devices; thyratron contactors; ignitron contactors; phase shifting; welder heat control; resistance welders; sequence weld timers; shopwork.

Industrial Electronic Controls Part III EL 912

Saturday, 6 hours
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: EL 911.
Course Content: Photoelectric relays, heat controls; light dimming controls; principle of speed and voltage regulators; speed regulators for small DC motors; voltage control for DC and AC generators; single phase and polyphase power rectifiers; oscillators; inverters; induction heaters; dielectric heaters; high speed light relays; register control; servomechanisms; shopwork.

Industrial Electronic Logic Static — Part IV EL 913

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: EL 912.
Course Content: Transistor switching, trigger pulse, shaping circuits, time delay circuits, Flip-flops, Master-slave functions, truth tables, Binary number system, Boolean algebra mapping, NOR, NAND, and composite logic gates, comparators, adders, analogue and digital methods, storage, retrieval, volatile and non-volatile memory systems, routing switchers, power control applications, interfacing, black box concept, integrated circuits, printed wiring boards, analysis of current control and device circuitry.

Electronic Fundamentals — Part I ELTC 900

Monday, 7:00-10:00 p.m.
Teraulay Campus
60 hours
Fee: $50.00

Course Content: Energy; electricity; resistors and conductors; cells and batteries; voltage; current and resistance; Ohm's law; electric power; D.C. circuits; Kirchoff's law; capacitors; electromagnets; inductors and induction; Lenz's law; A.C. source; vectors; reactance; impedance; resonance; A.C. power; electric meters; transformers, resonant circuits; A.C. circuits.

Electronic Fundamentals — Part II ELTC 901

Tuesday, 7:00-10:00 p.m.
Teraulay Campus
60 hours
Fee: $50.00

Prerequisite: Successful completion of ELTC 900.
Course Content: Transducers, vacuum tube operation; vacuum tube characteristics; basic power supplies; electronic meters; cathode ray tubes; oscilloscope; power transfer; impedance matching; atomic structure of semiconductors; biode junction; avalanche and Zener breakdown; junction transistors; transistor amplifiers, coupling methods, power amplifiers, transistor oscillators; semi-conductors data sheets.

Electronic Fundamentals — Part III (Radio) ELTC 902

Thursday, 7:00-10:00 p.m.
Campus
60 hours
Fee: $50.00

Prerequisite: Successful completion of ELTC 901.
Course Content: Communications systems; amplitude modulation; frequency modulation; demodulation and detection; troubleshooting and maintenance; test equipment; troubleshooting radio receivers; servicing techniques; servicing automobile receivers; AM/FM receivers; radio receiver alignment; sound systems; record changers-pickups; tape recorders; RC circuits; LR circuits; blocking oscillators; multi-vibrators.

Electronic Fundamentals — Part IV (Television) ELTC 903

Thursday, 7:00-10:00 p.m.
Teraulay Campus
60 hours
Fee: $50.00

Course Content: Sawtooth generators; flip-flop; binary counters; decimal counters; clippers; limiters; shapers; triggering circuits; gating circuits; television system requirements; tuner circuits; VHF tuners; video OF section; video amplifiers; picture tubes; sound channels; sync signals, sync circuits and DC restorers; sweep oscillators; sweep amplifiers; high voltage suppliers; UHF tuners; antennas; transmission lines; component television receivers; servicing techniques.

Electronic Fundamentals A.T.E.C. ELTC 904

Wednesday, 7:00-10:00 p.m.
Teraulay Campus
Fee: $50.00

Prerequisite: Thorough knowledge of electronic fundamentals and radio receiver circuitry.
Course Content: Modern electron theory; semiconductor physics; junction transistors; transistor characteristics; transistor amplifiers, transistor oscillators, transistor radio receivers, transistors in television; receivers; transistors in electronic circuits, transistor developments; servicing transistor circuits. Laboratory work will form part of the course.

Logic ELTC 906 (TAP 201)

Thursday, 7:00-10:00 p.m.
Teraulay Campus
45 hours
Fee: $40.00

Prerequisite: ELTC 904 or equivalent, background knowledge of transistor theory.
Course Content: Logic circuits; register circuits; Boolean algebra; arithmetic circuits; codes and error detection; A/D and D/A conversion; laboratories.

Colour Television ELTC 909

Thursday, 7:00-10:00 p.m.
Teraulay Campus
60 hours
Fee: $50.00

Prerequisite: Sound knowledge of black and white television circuitry. A short qualifying test at the time of registration.
Course Content: Principles of the colour TV system; colour receiver circuits; RF and IF circuits, video, sync, voltage supply circuits; band pass amplifier, colour sync, colour killer circuits, colour demodulation, matrix section, colour picture tube and associated circuits, servicing the colour receiver, set up procedure, aligning the colour receiver, trouble shooting; current models of receivers.

Advanced Television Service Techniques ELTC 911

Tuesday, 7:00-10:00 p.m.
Teraulay Campus
60 hours
Fee: $50.00

Prerequisites: Applicants must be engaged full time in television servicing. There will be a short qualifying test at registration.
Course Content: This course deals with modern TV fault-finding techniques based on increased knowledge of circuit operation and proper use of test equipment.

Video Tape Recorders Theory And Maintenance ELTC 912

Tuesday, 7:00-10:00 p.m.
Teraulay Campus
60 hours
Fee: $50.00

Course Content: Theory of video tape recording principles; magnetic recording process; tape magnetization; single track, multi-track, vertical and slanted tracks; signal modulation and demodulation systems; pre-emphasis and de-emphasis requirements; FM signal differentiation; low pass filter; white clipper; limiter; d-c restoration; servo-operation; basic editing and colour signal recording principles.

Cable Television Practice (Basic) ELTC 913

Monday and Wednesday, 7:00-10:00 p.m.
Teraulay Campus
60 hours
Fee: $50.00

Prerequisite: Recommendation of employer.
Course Content: Introduction to T.V., sync and composite signals; B & W and colour, modulation, channel allocation, antennas; cable distribution; antenna site location, system layout, amplifiers, splitter, tap offs, drops; coax cable characteristics, DB, VSWR, losses and reflection; amplifiers; tube and transistorized, wideband, single channel, main line, distribution and extender; line construction: clearance, safety, handling, splices, tap offs; installation of amplifiers and passive devices, customer relations; fault finding and interference.

Introductory ETV And Broadcast Maintenance ELTC 915

Monday, 7:00-10:00 p.m.
Teraulay Campus
60 hours
Fee: $50.00

Prerequisite: Fundamental knowledge of electronics.
Course Content: Theory and techniques as applicable to closed television circuit operations found in broadcast studies, educational television, community cable television centers, and related fields; vu-meters, audeo distribution system and amplifier testing; equalization, turntables, (T.T.), magnetic recording and playback systems; equipment evaluation, audio consoles, intercommunication and public address requirements; video distribution systems and amplifiers; monochrome and colour signal evaluation; video monitors; synchronization methods; switchers and effects generators; studio and telecine cameras; camera tubes; 16 mm telecine film projectors; basic test equipment and system evaluation; measurement techniques.

ENGINEERING TECHNOLOGY

ENGINEERING TECHNOLOGY

Engineering

Forming and Fabricating of Thermoplastics PL 900

Tueday, 7:00-10:00 p.m.
Casa Loma Campus
90 hours
Fee: $80.00

Course Content: Forming; welding; cementing/machining, engraving/decorating and finishing of thermoplastic materials.

Thermoset A PL 125A

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $40.00

Course Content: History and introduction to polyester and epoxy resins, reinforcement and fillers, composites; cellular plastics; material properties.

General Machine Shop (Upgrading) MACH 906A

Monday and Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
90 hours
Fee: $80.00

Prerequisite: For people with some machine shop experience.
Course Content: Theory and practical assignments in shop mathematics; benchwork, drills and drilling, bandsaws, lathes, milling machines, surface and cylindrical grinders.

General Machine Shop (Pre-Job) MACH 906B

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
90 hours
Fee: $80.00

Course Content: Theory and practical assignments in shop mathematics; benchwork; drills and drilling; bandsaws, lathes, milling machines, surface and cylindrical grinders.

Lathework (Basic) MACH 541A

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
Fee: $60.00

Prerequisite: MACH 140 or equivalent.
Course Content: Lathe construction, operation, safety and accessories; theory of metal cutting, sharpening tool bits, plain turning, knurling, drilling, counter boring and tapping, form turning; steady and follower rest work; four jaw chuck work; taper theory and taper turning; profile turning.

Lathework (Advanced) MACH 541C

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $60.00

Prerequisite: MACH 141A or equivalent.
Course Content: Thread types; theory and cutting; single and multiple start threads; eccentrics; boring; turret lathe theory; spring winding, grinding attachments.

Measurement and Layout MACH 540A/B

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $60.00

Course Content: Basic types of measuring tools, gauges, indicators, micrometers, verniers, optical testing tools, surface finish, surface plate, scribers, surface gauge; dividers, punches, rules, calipers, angle plates, squares, vernier height gauges, protractors; indexing; plain and rapid, co-ordinate measurement; sine bar.

Mechanical Maintenance — Part I MILL 900A

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $60.00

Course Content: Belt drives, chain drives, gears, shafts, keys, coupling, bearings, variable speed transmissions, clutches, brakes and seals.

Mechanical Maintenance — Part II MILL 900B

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $60.00

Prerequisite: MILL 900A.
Course Content: Basic hydraulic and pneumatic principles; components and circuits; air compressors, conveyor types and components; trouble-shooting and servicing.

Numerical Control I MACH 902 902

Tuesday, 7:00-10:00 p.m.
Casa loma Campus
60 hours
Fee: $60.00

Prerequisite: General machining experience.
Course Content: Applications, justification; axes; co-ordinates, quadrants; systems, tapes and codes; programming point to point and continuous path systems; tape preparation and editing; 2-axis milling machine programming, set-up and operation; basic computer programming.

Blueprint Reading for Machine Trades ENDR 910

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

The aim of this course is to provide tradesmen with a basic understanding of blueprint reading.
Course Content: A study of orthographic and pictorial drawing systems. Freehand sketches of machine parts using multiview, isometric and oblique projections. Blueprint reading: The interpretation of industrial blueprints including notes, specifications, dimension, tolerances, and surface finish. The use of auxiliary views, sectional views and developments. Common machine details including threads and fasteners, gears, cams, keys, and taper pins as specified on detail working drawings. Sub-assembly and final assembly drawings.

Blueprint Reading for the Welding Trade ENDR 572

Monday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

The aim of this course is to provide welders with a basic understanding of blueprint reading.
Course Content: A study of orthographic and pictorial drawing systems. Freehand sketching; sketches of welded parts using multiview projection, and basic dimensioning principles. Blueprint reading; a study of welded detail and assembly blueprints, including auxiliary views, scale drawings, shop notes, dimensions, tolerances, small tool operations, sectional views and conventional practices. The interpretation of welding symbols as specified by the Canadian Welding Society. Conventional practices as used on welding and fabrication blueprints including structural shapes and their symbols, plate specifications, bills of material and general shop notes and specifications.

Blueprint Reading for Millwrights — Part I ENDR 912

Tuesday, 7:00-10:00 p.m.
Casa loma Campus
60 hours
Fee: $50.00

The purpose of this course is to provide tradesmen with a basic understanding of blueprint reading.
Course Content: Basic drafting principles; instruments, line work, pencil drawing techniques. The three-view drawing system. Principal views and single auxiliary views. Main types of commonly used sectional views. Freehand engineering sketching of parts. Basic dimensioning principles and the theory of manufacturing tolerances. Surface finishes; symbols used, surface gauge plates, applications to products. Screw threads; specifications, basic forms, how to show on drawings. The Study of blueprints typical of the trade.

Blueprint Reading for Millwrights — Part 2 ENDR 913

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: Part 1 — ENDR 912 or equivalent.
This course is intended for tradesmen who wish to obtain a greater knowledge of trade blueprint reading.
Course Content: Advanced studies of blueprints; auxiliary views, sectional views, dimensioning systems, classes of machine fits and tolerances; manufacturing processes including casting, forging, moulds, machining, and material specifications; fastening devices, both permanent and removable and their specifications; welding symbols commonly used as per Canadian Welding Society Standards; structural steel symbols, dimensioning techniques and standard shapes; structural layouts using symbols and bill of material, piping drawings, symbols, piping code, line diagrams in single line and isometric, standard hardware used in piping installations, theory of drives, spur and bevel gearing, couplings, "V" belts, hydraulics, use of industrial catalogues, the study of shop and field installation drawings.

Blueprint Reading for Ironworkers — part 1 ENDR 950

Monday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $30.00

A basic course in Blueprint Reading including; the projection system, principal views, dimensioning, tolerances, scales, sectional views, sketching, and a study of basic structural blueprints.

BLUEPRINT Reading for Ironworkers — Part 2 ENDR 951

Monday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $30.00

Prerequisite: ENDR 950 Blueprint Reading Part 1 or equivalent.
A study of blueprints involving; structural scales, symbols and conventional practices, detail prints and dimensioning, shop notes, assembly drawings and bills of material. Current practices and the interpretation of recent structural prints.

Blueprint Reading for Ironworkers — Part 3 ENDR 952

Monday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $30.00

Prerequisite: ENDR 951 Blueprint Reading for Ironworkers — Part 2 or equivalent.
The study of handrail intersections and developments and other structural details. The interpretation of common welding symbols as per the Canadian Welding Society. A study of structural details, erection diagrams. Specifications and general instructions, taken from current structural prints.

Technical Drawing I — A.T.E.C. Program (Approved) ENDR 901

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

An introduction to drawing office practice, including instruction in the use of instruments, lettering, linework, applied geometry, third angle orthographic projection, oblique and isometric drawings, freehand sketching, conventions and symbols, sections, tolerances, limits and fits, surface roughness, gears, cams, pipe fittings and layouts, electrical drawings and symbols and detail, layout and assembly drawings.

Technical Drawing II — A.T.E.C. Program (Approved) ENDR 902

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: ENDR 901 or equivalent.
This course is a continuation of Technical Drawing I. The topics included are treated in greater depth.
Course Content: Bearing Types, lubrication, selection. Gear types, definitions, formulae, gear trains, application and drawings. Cam types, followers, motions, layouts, displacement diagrams, drawings. Selection of fasten-

ers, fittings, springs and other standard components. Limits and fits, unilateral and bilateral tolerances, classes of fits, geometric tolerances, standard notes and symbols. Surface roughness, engineering materials and production methods. Jigs, fixtures and gauges, practical drawing applications. Details, design layouts, assemblies and sub-assemblies.

Process Piping Drafting — Part I A.T.E.C. Program (Approved) ENDR 903

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: Basic knowledge of mechanical drafting, ENDR 901 or equivalent.
The purpose of the course is to introduce to the draftsman the specialized techniques of process piping drawing.
Course Content: Introduction to orthographic and pictorial piping drawing using single and double line representation, including piping symbols, fittings, valves, piping standards and classifications, schematics and flow diagrams. Materials, fabrication and simplified piping layout.

Process Piping Drafting — Part II ENDR 929

Monday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: Successful completion of Process Piping Drafting Part I — ENDR 104.
This course will enable the student to apply the basic principles he has learned in Process Piping Drafting — Part I to a Piping Project, and study in more detail the design features involved on a typical project.
Course Content: The student will complete a typical Piping Project, making layouts, system detail drawings, hanger locations and the necessary schedules and bills of materials.

Process Piping Design Upgrading Courses For Designers

This is a series of six short courses suitable for Process Pipe designers who may be involved in special technical areas. The courses are designed to help senior piping draftsmen and designers upgrade their knowledge in these specific areas. The courses may be taken singly or in various combinations over a period of time. The courses available in this series are:

ENDR 931 Piping Standards and Codes — Part I
ENDR 937 Piping Standards and Codes — Part II
ENDR 932 Pipe Design and Calculation
ENDR 933 Pipe Stress Analysis and Flexibility
ENDR 934 Pipe Hangers, Supports and Guides
ENDR 935 Process and Energy Systems
ENDR 936 Foundations, Structures and Platforms

The following courses from this series will be available during the period September to December 1975.

Piping Standards and Codes — Part 1 ENDR 931

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $30.00

Course Content: A study of various Piping Codes, Standards, and material specifications. The interpretation of standards and codes, and their application to process piping engineering practice.

Piping Standards and Codes — Part 2 ENDR 937

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $30.00

Prerequisite: ENDR 931 Piping Standards and Codes — Part 1.
Course Content: The application of piping codes, standards and material specifications to current Process Piping projects. A further study of piping codes and standards from Part 1, including special applications.

Pipe Design and Calculation ENDR 932

Monday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $30.00

Course Content: The calculation of friction losses and pressure drop in various types of pipe. The determination of pipe sizing and the use of charts and tables. Pumping characteristics.

Pipe Stress Analysis and Flexibility ENDR 933

Monday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $30.00

Course Content: Design allowances for stress caused by the expansion of fluids. A study of flexibility and stress analysis in piping systems.

Tool Design Part-Time Courses

A part-time student may study individual courses or he may complete a prescribed program of courses as credits toward a diploma as a tool design technician. Details of the program are shown in the 1975/76 day calendar and in the tool design technician brochure. Some credits may be granted to mature students on the basis of previous education or experience. Inquiries should be made at the admissions office.
Prerequisite: Grade 12, preferably with machine shop or drafting option or equivalent industrial experience. Students without previous drafting experience should register for Technical Drawing I, ENDR 901.

Jig and Fixture Design 1 — A.T.E.C. Program (Approved) ENDR 130

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: ENDR 901 or equivalent.
Course Content: Freehand sketching and machine drafting of basic jig and fixture designs, emphasizing current production methods and organization.

Jig and Fixture Design 2 — A.T.E.C. (Approved) ENDR 131

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
90 hours
Fee: $70.00

Prerequisite: ENDR 130 or equivalent.
Course Content:Freehand sketching and machine drafting of advanced jig and fixture designs, emphasizing current production methods and organization.

Die Design 1 — A.T.E.C. Program (Approved) ENDR 140

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
90 hours
Fee: $70.00

Prerequisite: ENDR 901 or equivalent.
Course Content: Freehand sketching and machine drafting of basic blanking, piercing, cut-off and blending dies.

Die Design 2 — A.T.E.C. Program (Approved) ENDR 240

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
90 hours
Fee: $70.00

Prerequisite: ENDR 140 or equivalent.
Course Content: Freehand sketching and machine drafting of advanced blanking, piercing and bending dies. Introduction to basic draw dies.

Injection Mould Design — A.T.E.C. Program (Approved) ENDR 924

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: Industrial experience in the Tooling or Plastic Industries.
Course Content: Principles of Injection Mould Design involving technical sketching, conventional practices, and design problems. Practical studies will be undertaken in the plastics shop.

Materials Handling and Plant Layout Design — Part 1 ENDR 904

Monday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: basic knowledge of mechanical drafting, ENDR 901 or equivalent.
The aim of the course is to provide the student with a basic knowledge of modern packaging and handling techniques in relationship to efficient plant layout.
Course Content: History of materials handling, principles of good materials handling, flow charts and diagrams, plant layout, horizontal and vertical movement of materials, modern packaging techniques, case histories of materials handling layout, safety aspect and reliability of equipment, selection of equipment, maintenance of equipment, use of engineering catalogues.

Pollution and Its Management ENDR 906

Monday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

The objective of this course is to provide technical personnel, and other persons interested in pollution control and the environment, with a basic knowledge of the subject and its relation to our industrial society.
Course Content: Air pollution fundamentals and studies. Sources of air pollution, its effects, control, and management techniques. Water pollution fundamentals. The sources, analysis and management of industrial wastes. Water treatment. A study of current topics, recent publications, and case studies of typical pollution problems.

Orthotics/Prosthetics PROS 903

Monday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

This course will enable persons currently engaged as Technicians to apply the basic principles of Orthotics/Prosthetics Theory, Anatomy, Physiology, Pathology, Indications, and Prescription Charts, in a broad spectrum of uses.
In practice there will be laboratory work covering Orthotics/Prosthetics, and the use of commonly used materials and techniques.

Welding I WELD 900

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $60.00

Prerequisite: Ability to understand English well enough to absorb instruction.
Course Content: Basic principles of oxyacetylene and electric arc welding; safety precautions; types and uses of various oxyacetylene flames; types and uses of various rods and electrodes; braze welding; use of fluxes, arc welding machine controls; practice welding in the flat position using oxyacetylene and electric arc equipment.

Welding II WELD 901

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $60.00

Prerequisite: WELD 900 or equivalent experience.
Course Content: Theory of alternating and direct current; polarity; shielded arc electrodes; classification and selection of electrodes; edge preparations, joint design; weld faults; manufacture and storage of oxygen and acetylene; basic welding metallurgy; practice welding of fillet, lap, and butt joints in the flat, horizontal, and vertical positions using oxyacetylene equipment; practice welding of fillet and lap joints in the flat, horizontal and vertical positions using electric arc equipment.

Welding III WELD 907

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $75.00

Prerequisite: WELD 900 and WELD 901, or equivalent experience.
Course Content: Selection of electrodes; function of cellulose and low hydrogen coatings; electrode operating characteristics; control of weld faults; set-up and ajustment of machine controls; techniques required for "all position" welding; control of distortion; testing of welds; practice welding of fillet and lap joints in all positions and an introduction to groove joints in all positions. Cellulose and low hydrogen electrodes will be used.

Welding Pre-Certification (C.W.B.) WELD 902

Monday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $90.00

Prerequisite: WELD 900, WELD 901, and WELD 902 or equivalent experience.
Course Content: Safety precautions; function of electrode coatings; electrode selection and application; edge preparation, weld faults, welding techniques; setting up equipment; testing of welds and operators, codes; practice welding of fillet and groove joints in all positions, using cellulose and low hydrogen electrodes.

Welding Pre-Certification (A.S.M.E.) WELD 903

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $90.00

Prerequisite: WELD 900, WELD 901 and WELD 902 or equivalent experience.
Course Content: Safety precautions; function of electrode coatings; electrode selection and application; edge preparation, weld faults, welding techniques; setting up of equipment; testing of welds and operators, codes; practice welding of groove joints in all positions, using cellulose and low hydrogen electrodes; root and face guided bend test specimens will be taken from buff welds in all positions.

Welding — Pipe — Uphill (M.M.A.) WELD 904

Wednesday, 7:00-190:00 p.m.
Casa Loma Campus
60 hours
Fee: $100.00

Prerequisite: (1) WELD 900, WELD 901, WELD 902, and WELD 903; or (2) Boiler inspection branch (A.S.M.E.) or Canadian Welding Bureau (C.W.B.) Certification for all positions.
Course Content: Pipe specifications, preparation of pipe, recommended fits and tolerances; electrode selection and classification; testing of welds and operators' codes; practice welding, using the uphill welding technique and low hydrogen arc welding electrodes.

Welding — Pipe — Uphill (G.T.A./M.M.A.) WELD 906

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $110.00

Prerequisite: (1) WELD 900, WELD 901, WELD 902, WELD 903 and WELD 905; or (2) Boiler inspection branch (A.S.M.E.) or Canadian Welding Bureau (C.W.B.) Certification for all positions and proficiency in the use of low hydrogen electrodes.
Course Content: Pipe specifications, preparation of pipe, recommended fits and tolerances; electrode classification and selection; testing of welds and operators' codes; setting up and adjusting G.T.A. equipment; tungsten electrodes, shielding gases; practice weld-

ing, using the G.T.A. process for the root pass and low hydrogen electrodes for succeeding passes and using carbon steel pipe.

Welding Ornamental Metalwork WELD 909

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $60.00

Course Content: Fundamentals of welding, safety precautions, selection of materials; fundamentals of design, use of hand tools, methods of twisting, forming and fastening metals; forming of scrolls; surface decoration, surface finishing; use of metal working equipment; practical shop work consisting of the fabrication of various types of ornamental metal projects.

Welding Aluminum and Stainless Steel (G.T.A. and M.I.G.) WELD 910

Monday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $110.00

Prerequisite: WELD 900 and WELD 901 or a minimum of six months continuous experience in oxyacetylene or arc welding.
Course Content: Setting up and adjusting G.T.A. and M.I.G. equipment; types, sizes and uses of tungsten electrodes; types and sizes of filler wires, use of shielding gases; flowmeters; practice welding of light gauge aluminum and stainless steel sheet using the G.T.A. process and welding of aluminum plate using the M.I.G. process.

Weld Testing and Inspection WELD 911

Monday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: Candidates should have a general knowledge of welding.
Course Content: Inspection duties, welding terms and processes; qualification tests for welders; demonstrations of incorrect welding techniques, using various welding processes to illustrate the development of weld faults, heat-treatment; preparation and testing of weld specimens, using the following standard destructive and non-destructive methods: Magnetic particle, microscopic, fluorescent penetrant and dye penetrant; interpretation of radiographs.

Electric Watch Service WATCH 900

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: Practicing watchmaker.
Course Content: Introductory electricity and electronics; servicing of Hamilton Cal. 500, Timex 861, 881, 900, 41, and 71 models, Caravelle Cal. 12 Ouc, Landeron Cal. 4750, Dynotron ESA 9150-54, 9157-58 and selected Japanese models.

Watchmaking WATCH 901

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: Current employment in the Watchmaking industry. This is a long range program consisting of several units, each of which may take more than 60 hours to complete. The students are expected to re-enroll for several years. Practicing Watchmakers who wish to improve their knowledge in any given area may take up any one unit they desire. The beginners must progress in the order the units are organized.
Course Content: Lathe work, clock work, balance work, hairspring manipulations, jewelling techniques, watch overhaul and lubrication, watch adjustments, automatic and calendar watches, part replacement and interchangeability, waterproofing watch cases.

Watchmaking (Advanced) WATCH 902

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
90 hours
Fee: $70.00

Prerequisite: Applicants must be qualified watchmakers, willing to study modern advanced theory of watch construction, repair and adjustment.
This is a pre-examination course for candidates seeking Ontario certification as a watch repairer.

Basic Clock Repairing WATCH 903

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
90 hours
Fee: $70.00

Course Content: Theory: Pendulums and balance wheels as frequently occuring; alarm, striking and chiming mechanism. Shop: replacing of mainsprings, staffs, suspension springs, fitting of bushings, hole closing, reaming and uprighting, pivoting, clock cleaning, setting up escapements.

Instrumentation INST 130

Tuesday, 7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $50.00

Prerequisite: Employed in Instrumentation or associated field.
Course Content: Applied Physics: pressure, level, flow, temperature measuring devices; pneumatic and electronic transmitters, recorders, and controllers; final control elements, valve sizing, analytical instruments.

Coatings Technology CHEM 901

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
75 hours
Fee: $60.00

Intended to assist paint industry employees who have only recently entered the paint and allied raw materials industries.
Course Content: Extender pigments; white prime pigments; inorganic and organic coloured pigments; oils for paint, alkyd resins, solvents, driers and paint additives; trade sales finishes; exterior finishes for houses and buildings; calculations for formulation; industrial finishes; cellulose derivatives and lacquers;corrosion and chemical-resistant finishes; ink technology; powder coatings, surface preparation; methods of application; paint manufacture and testing, future trends in coatings; practical lab work.

Advanced Resin Technology Module 3 CHEM 904

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
45 hours
Fee: $40.00

Course Content: Lacquer resins, water reducible resins, hydrocarbon resins, silicones.

Thermoset Resins COAT 203

Wednesday, 5:00-7:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Course Content: Raw materials, manufacturing, chemistry, curing and properties of Thermoset Polymers and Copolymers used in Coatings; Polyesters, Alykds, Epoxies, Phenolics, Silicones, Amino Resins, Urethanes, Euranes, Acrylics.

FASHION
TECHNOLOGY
FASHION
TECHNOLOGY

Fashion Technology

Apparel Management

The following courses are offered to those people interested in obtaining a diploma in Apparel Management, or in upgrading their present employment. We suggest you call the Fashion Technology Division for information as to times and courses offered.
All part-time (extension) courses bearing code numbers in the one, two, three, or four hundred series carry credits that can be used towards obtaining a two-year or three-year diploma in specialized programs. Please contact the Dean or Chairmen for details.

Apparel Construction DRES 141
(Dressmaking Elementary)

Monday and Wednesday,
Tuesday and Thursday, 7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $50.00

Course Content: Elementary dressmaking using commercial patterns; samples, measurements, relationship of pattern, style and fabric, laying out patterns; sewing techniques (hand and domestic machine).

Apparel Construction DRES 141A
(Dressmaking Elementary)

Kensington Campus
60 hours
Fee: $50.00

Course Content: Same as DRES 141 with special application for Senior Citizens.
The student will provide own material.

Apparel Pattern Drafting I PAT 141
(Elementary)

Monday and Tuesday, 7:00-10:00 p.m.
60 hours
Tuesday and Thursday, 7:00-10:00 p.m.
60 hours
Kensington Campus
Fee: $50.00

Prerequisite: Knowledge of dressmaking.
Course Content: Elementary pattern design (Men's, women's and children's wear); drafting directly "on the flat" (i.e. on paper); in manufacturing sizes to a "price line".

Apparel Design I PAT 142
(Men's Pattern Design)

Monday and Wednesday,
7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $50.00

Course Content: Styling, line, proportion, research (drafting of men's patterns).
Students to supply own material.

Modelling (Fashion) FASH 110

Tuesday, 7:00-10:00 p.m.
Kensington Campus
30 hours
Fee: $30.00

Course Content: Fashion runway modelling — fashion showing, self improvement.

Fashion Illustration I (Elementary) (Apparel Design) PAT 144

Monday and Wednesday, 7:00-10:00 p.m. or Days Kensington Campus 60 hours Fee: $50.00

Prerequisite: Artistic flair and AU 41 (grade 8).
Course Content: Elementary course in Fashion Art to show fashion, style design, fabric texture.
Student to supply own materials.

Drapery (Slipcovers) FAB 252

Tuesday and Thursday, 7:00-10:00 p.m. Kensington Campus 60 hours Fee: $50.00

Course content: How to measure and make drapes and slip covers.

Theory and Recognition of Furs (Introduction) FUR 143

Days only Kensington Campus 60 hours Fee: $50.00

Prerequisite: Instructor's evaluation or Grade 10.
Course Content: Recognition of wild and ranched furs.

Fur Manufacturing Techniques (Elementary) FUR 144

Days only Kensington Campus 60 hours Fee: $50.00

Prerequisite: Some fur knowledge and Grade 10.
Course Content: Cutting, sewing, blocking and finishing.

Fur and Leather Fashions FUR 145

Days only Kensington Campus 60 hours Fee: $55.00

Prerequisite: FUR 144 or experience.
Course Content: Drafting patterns and grading.

Furniture Finishing FURN 103

Monday and Wednesday, 7:00-10:00 p.m. Kensington CAmpus 60 hours Fee: $50.00

Course Content: Surface preparation and basic colour treatments including staining and glazing; hand and spray application of varnish, shellac and lacquer.
Students supply own material.

Furniture Upholstary I FURN 104

Monday and Wednesday, 7:00-10:00 p.m. Kensington Campus 60 hours Fee: $50.00

Course Content: Stuffing and covering, measuring, cutting, fitting, stapling, etc.
Students supply own material.

Sewing Machine Operation SEW 141

Two afternoons or two evanings a week Kensington Campus 120 hours Fee: $95.00

Prerequisite: Instructor's evaluation.
Course Content: Single-needle lock stitch flat-bed machine; 240 hours Performance Objective Program leading to speed, stamina, rhythm in sewing on professional machine; use of steam iron on trolley; 120 hours first semester.

Serger Machine SEW 142

Afternoon or evening Kensington Campus 30 hours Fee: $30.00

Prerequisite: SEW 141.
Course Content: Special module (30 hours) for students reaching SEW 141/151 objectives in less than 240 hours. Also available for part-time students during regular classes.

Blind Stitch Machine SEW 143

Afternoon or evening Kensington Campus 30 hours Fee: $30.00

Prerequisite: SEW 141.
Course Content: Special module as for SEW 142.

Button-Hole and Button Sewer Machine SEW 144

Afternoon or evening Kensington Campus 30 hours Fee: $30.00

Prerequisite: SEW 142 or SEW 143.
Course Content: How to use button-hole and button sewer as used in Ontario Apparel plants.

Sewing Machine Operation II SEW 151

2 afternoons or 2 evanings a weak Kensington Campus 120 hours Fee: $95.00

Prerequisite: SEW 141.
Course Content: As SEW 141, final 120 hours of Performance Objective Program for part-time students during regular classes.

Ladies' Hairdressing HAIR 900

Monday and Wednesday, 7:00-10:00 p.m. Kensington Campus 60 hours Fee: $100.00

Prerequisite: Ontario Certification of Qualification and currently employed.
Course Content: Review of basic techniques; advanced methods of scissor cutting, blow waving, ironing, back-combing and back-brushing techniques; handling long hair, hair pieces and current fashion trends.

Men's Clothing I FASH 904

Monday, 7:00-10:00 p.m. Kensington Campus 60 hours Fee: $50.00

Prerequisite: Designed for those working in apparel stores. Interest is more important than extensive experience.
Course Content: Taping and measuring; figure description; proper writing up of orders, fitting and try-ons; some common alterations and markings for made-to-measure.

Men's Hairstyling BARB 900

Wednesday, 7:30-10:30 p.m. Kensington Campus 60 hours Fee: $50.00

Prerequisite: Ontario Certificate of Qualification and currently employed.
Course Content: Practical haircutting, shampoos; discussion on styles, styling and blow waving, tinting, bleaching, processing, razor cutting, hair pieces.

Tailoring I DRES 146

Monday and Wednesday, 7:00-10:00 p.m. Kensington Campus 60 hours Fee: $50.00

Prerequisite: DRES 141 or sewing skills.
Course Content: Ladies' tailoring, sewing, cutting techniques; finishing coats and suits using commercial techniques. Some men's and children's tailoring.
Students supply their own material.

Elementary Weaving WEAV 101

7:00-10:00 p.m. Kensington Campus 60 hours Fee: $55.00

Course Content: Small hand looms basics.
Student supply own material.

Elementary Weaving WEAV 151

7:00-10:00 p.m. Kensington Campus 60 hours Fee: $55.00

Prerequisite: WEAV 101.
Course Content: Continuation of WEAV 101.
Students supply own materials.

Advanced Weaving WEAV 201

7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $55.00

Prerequisite: WEAV 151 or equivalent.
Course Content: Large hand looms; projects.
Students supply own material.

Advanced Weaving WEAV 251

7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $55.00

Prerequisite: WEAV 201.
Course Content: Continuation of WEAV 201.
Students supply own materials.

Work Management I (Time Studies) AT 100

Kensington Campus
45 hours
Fee: $50.00

Prerequisite: Grade 12 mathematics; apparel plant experience or equivalent.
Course Content: Methods, time and motion studies with emphasis on sewing and cutting and work simplification.
Students supply own stop watches and boards.

Apparel Machine Technology II (Sewing Machine Repairs) AT 152

Kensington Campus
24 hours
Fee: $50.00

Prerequisite: Demonstrated mechanical aptitude.
Course Content: Some mechanics of sewing machines, history; justifying purchase, variations, efficient uses and common repairs (elementary).

Operator Training I AT 161

Kensington Campus
45 hours
Fee: $50.00

Course Content: Includes SEW 141, plus techniques for training production employees, single-needle sewing machine. Selection, orientation, evaluation of operators and cutters.

Operator Training II AT 162

Kensington Campus
45 hours
Fee: $50.00

Course Content: Applying production standards and establishing wage rates (hourly and piece work), work incentives, motivation etc.

Apparel Production Management I (Effective Supervision) AT 171

Kensington Campus
33 hours
Fee: $55.00

Course Content: Human relations and communications. Supervision as practiced in the efficient apparel plant and workroom; division of work and work loads; scheduling etc.

Jewellery Introduction JWL 160

Monday and Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: Current employment in the industry or hobbyist.
Course Content: Introduction to jewellery making; finishing, hard soldering, finishing and polishing of precious metals; elementary jewellery repairs, cuttlefish casting, centrifugal casting models for production methods, etc.
Students supply own material.

Gem-Setting JWL 162

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: JWL 160.
Course Content: Follows JWL 160 to work in gem setting.

Jewellery Making (Silversmithing) JWL 164

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: Currently employed in the jewellery industry or hobbyists.
Course Content: Follows JWL 160 to work in silver.

Gemmology I GEM 167

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: Applicant may be either employed in the jewellery industry or be interested in jewellery design as a hobby.
Course Content: Elementary gemmology; study of precious stones, cuts, shapes etc.

Jewellery Making (Enamelling) ENA 170

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Course Content: Enamelling; elementary theory and practice applying enamel to metal.
Students supply own material.

Jewellery Advanced JWL 260

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: JWL 160.
Course Content: Advanced Segment of JWL 160.
Students supply own material.

Jewellery Advanced JWL 260A

Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: JWL 160
Course Content: Jewellery making advanced segment (casting).
Students supply own materials.

Jewellery Making (Lapidary) JWL 903

Casa Loma Campus
60 hours
Fee: $50.00

Course Content: Cutting gem material with diamond saw; grinding and lapping practice; sanding and polishing gem material; materials used for polishing and their uses; dropping procedure; orientation of gem stones, selecting rough materials; theory of facet cutting; comparative hardness of materials.

Glazing CER 900

Friday morning and afternoon
Casa Loma Campus
60 hours
Fee: $90.00

Course Content: Special techniques for various effects of finishes; firing using various kilns.

Basic Ceramics (Pending Approval) CER 101

Monday and Thursday, or Tuesday and Friday, or Wednesday and Saturday Nights
Casa Loma Campus
60 hours
Fee: $70.00

Course Content: Wheel techniques, hand building, glazing, decorating and kiln work.

Advanced Ceramics CER 201

Casa Loma Campus
60 hours
Fee: $70.00

Prerequisite: CER 151 or equivalent.
Course Content: Advanced classes for CER 151.

Macrame ART 801

Wednesday, 7:00-9:00 p.m.
Kensington Campus
20 hours
Fee: $20.00

Course Content: Basic concepts of macrame.

1975 APPRENTICE

Some of the courses do not indicate the day of the week. Verification of the day can be obtained by calling 967-1212, Local 613/689 after July 1, 1975.

Food

Certificate Course in Haute Cuisine

This program is designed to meet the evergrowing demand for knowledge and practical experience in the creation of fine food and entertainment in the home. The entire course consists of 5 individual sections commencing with basic small quantity food; this will give the student the opportunity to apply the principles of cooking, using the raw materials with tested recipes under the guidance of skilled chefs. This section will be followed in sequence by basic baking, advance small quantity food, advance baking and appreciation of wines, spirits and liqueurs. Each student, on satisfactory completion of the individual sections, will receive a certificate of competence and, on completion of all five sections, will be awarded a certificate in Haute Cuisine.

Haute Cuisine Program

Introduction applies to first five courses only

Basic Small Quantity Food FP 730

6:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $95.00

Course Content: This course is designed to introduce the basic principles of cooking as related to fine food, to take the raw products and create the basic requirements for classical dishes, sauteing, broiling and stewing, cooking lean and fat fish, seafoods, and the accompanying vegetables, salads, garnishes and dressings, employing the knowledge and expertise of chefs in the use of herbs, spices and wines.

Basic Baking BK 610

6:00-10:00 p.m.
Kensington Campus
40 hours
Fee: $55.00

This course is designed to equip the student with a practical working knowledge of pastry doughs, choux paste, yeast dough and sponge goods, the use of icings, creams, puddings, custards and other desserts, fruits, tarts, pies and quick breads, the high ratio and angel cake mixes, simple decoration and presentation of birthday and other occasion cakes.

Advanced Small Quantity Food FP 731

6:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $95.00

Prerequisite: Basic Small Quantity Food. FP 730. This course will take the basic principles of cooking and apply them to the classical dishes of the countries in continental Europe, so that the student will be able to produce the French classics, the famed Italian pastas, the Spanish paellas, the Russian coulibiacs, the Scandinavian smorgasbords, the German sauer braten and beer soups, the shish kabobs of Turkey and Greece, the bouillabaisse of Marseilles, the Indian curries, Japanese suki yaki, the nasi goreng of Indonesia and a host of other famous dishes.

Advanced Baking BK 624

6:00-10:00 p.m.
Kensington Campus
40 hours
Fee: $55.00

Prerequisite: Basic Baking. BK 610.
The course will take the basic knowledge of pastry and desserts and allow the development of these techniques to create the patisserie masterpieces, the flamboyant desserts, ice cream bombs, souffles, petits fours, tortes, gateaux, and sugar creations with the decorative centre pieces, the true art of French pastries and their presentation.

Appreciation of Wines, Spirits and Liqueurs F 807

7:00-10:00 p.m.
Kensington Campus
30 hours
Fee: $75.00

Prerequisite: Over 18 years of age.
This course will be devoted to the knowledge of wines from the standpoint of types, vintage, prices, handling, storage, and correct usage in relation to the menu, the glassware, and the serving temperatures. Guest lecturers will deal with the evaluation by taste of the more distinctive wines.

Mixology (Cocktail Bartending) BAR 503

Monday 7:00-10:00 p.m.
Kensington Campus
30 hours
Fee: $55.00

Prerequisite: This course is open to men or women 18 years of age, who are currently working full or part time in a licensed establishment.
Course Content: Bar layout and equipment, manufacture of alcoholic beverages, beverage selection, storage and control, duties of the bartender, pre-opening preparation, theory of mixed drinks, practical preparation of mixed drinks and cocktails, sales and service of alcoholic beverages, selection of wines and their service. Human relations relating to licensed establishments.

Theory of Food TF 531

Tuesday 7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $50.00

Prerequisites: This course is offered to those persons who have little or no knowledge of cooking, both the food service operator and the homemaker.
Lectures, demonstration and student participation are designed to teach practical and theoretical food preparation and cooking. Emphasis will be placed on variations of taste and texture in normal everyday foods.
Course Content: Culinary basics, soups and sauces. Methods of cooking meats, poultry, fish and seafoods. Various methods and techniques of preparing roasts, stews and casseroles with accompanying sauces and garnishes. Salad preparation with suitable dressings. Vegetable and egg cookery and larder preparation are also practiced in this program.

Meat Trade Theory Retail Meat Cutting MC 613

Tuesday 7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $50.00

Prerequisites: This course is designed for persons in junior positions in the retail trade and people interested in the skill of meat cutting.
Course Content: Lecture and demonstration: Cutting, grading and characteristics of beef, lamb, pork and veal carcasses, preparation of poultry, fish and shellfish for retail sale, displaying and merchandising of all types of meat products, special lectures on sanitation and refrigeration.

Pastry Craft BK 616

7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $50.00

This course is designed for those who wish basic knowledge of baking. Lectures, demonstrations and student participation are combined to convey both practical and theoretical aspects of the art of baking.
Course Content: Quick breads, pies and tarts, puddings, bread and rolls, sweet yeast products, puff pastries and pate a choux, icings and fillings, cakes and cookies including ready mixes and other convenience products.

Decorating Craft BK 619

Tuesday 7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $50.00

This course is designed for those persons who wish to learn the art of cake decoration and design.
Course Content: Icing and coatings, royal icing, fondants, butter creams, couvertures, boiled icings and frostings, basic design, techniques of piping, decorating materials, methods, freehand geometric designs, stencils, runouts, prefabricated decorations, lettering, flowers, border designs, etc. Cakes for special occasions - techniques and methods.

Strictly for Entertainment F 808

7:00-10:00 p.m.
Kensington Campus
30 hours
Fee: $45.00

Prerequisites: This course is designed for those homemakers having a basic knowledge of cooking but wishing to entertain at home with flair and imagination.
Course Content: A series of lectures and demonstrations. Although the meals prepared are not intended to represent economical fare for the family, the basic principles governing the selection, combination and cooking of food can be applied to everyday use. Each session will be devoted to a complete menu and students will be given the opportunity to taste each dish whenever possible. A selection of complementary wines will be discussed.

Wine Making for the Amateur F 809

7:00-10:00 p.m.
Kensington Campus
30 hours
Fee: $40.00

Prerequisites: This course is designed for those persons interested in the art and craft of making wines at home and is open to any person over the age of eighteen.
Course Content: Brief history of wine making, basic wine making equipment, yeast and yeast cultures, stages in wine making, basic methods of testing, analysis and evaluation. Students will be given the opportunity to participate in all stages of the program, including making various types of wines, conducting tests and evaluating the taste of both homemade and commercial wines.

Chinese Cuisine F 810

Wednesday 7:00-10:00 p.m.
Kensington Campus
30 hours
Fee: $35.00

This course is designed to introduce the student to the basic principles of Chinese cooking. The course contains a series of lectures and demonstrations to familiarize the student with the use of ingredients, herbs, teas, wine and the planning of menus familiar to North America. Tasting of prepared dishes will be part of each demonstration lesson.

Advanced Wine Appreciation F 811

7:00-10:00 p.m.
Kensington Campus
30 hours
Fee: $125.00

Prerequisite: Appreciation of Wines, Spirits & Liqueurs. F 807.
Course Content: This course has been designed to familiarize students, who already have a sense of wine appreciation, with "Grand Crus" from French and German vinyards. The program will also include liqueurs, spirits, cordials, beers and ciders. Tasting and sampling will be part of the prescribed course.

Junior Gourmet Cooking F 815

Saturday 10:00 a.m. - 1:00 p.m.
Kensington Campus
30 hours
Fee: $45.00

Prerequisites: 10 - 16 years of age and a desire to learn gourmet cooking.
Course Content: Students will engage in practical work to attain the skills required to do basic gourmet cooking. Areas covered will be - vegetable cooking, egg cookery, rice and pasta, salads, roasting, desserts and sandwiches.

Twentieth Century Cooking F 816

6:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $95.00

Prerequisites: A desire to learn the cooking and reconstitution techniques for today's food varieties.
Course Content: Students will engage in the preparation, storing and freezing of meat and vegetable dishes. Following this they will learn the techniques required to re-heat properly and enrich frozen products. The use of the microwave oven for defrosting, re heating and cooking foods will form the last periods of this course.

Structural Pest Control PEST 900

Wednesday 7:00-10:00 p.m.
Kensington Campus
45 hours
Fee: $40.00

Prerequisite: Grade 10, Ontario Secondary. A prerequisite for applicants for licences as Structural Pesticide Applicators under the Ontario Pesticide Act and Regulations.
Course Content: Introduction and Pesticides Act and Regulations: Basic Entomology; Public Health Entomology; Pesticides Technology; tools and equipment; rodenticides; storage and disposal; first aid; food plant; public relations; writing reports; microbiology in food plants.

Graphic Arts

General Note;

Successful completion of three courses at successive levels in the same subject will merit a special subject certificate (e.g. completion of GR 105, GR 205 and GR 305 for a Certificate in Process Camera, or GR 115, GR 116 and GR 216 for a Certificate in Single Colour Offset Press). Credits may be accumulated towards a diploma for the related technician program where appropriate.

There are six major subject areas:

Graphic Design
Signwriting
Visual Communications
Printing Technology
Screenprinting
Audio Visual

Graphic Design

Still Life Drawing and Painting GD 100

Monday, 6:00-10:00 p.m.
Teraulay Campus
60 hours
Fee: $50.00

Prerequisite: Interest in art.
Course Content: Fundamentals of still life rendering. The student may start with charcoal drawing of still life objects followed by monochrome renderings of the objects in paint; fundamentals of color and value of colors; render a still life in color.

Life Drawing GD 101

Tuesday, 6:30-10:00 p.m.
Teraulay Campus
60 hours
Fee: $50.00

Prerequisite: Interest in art.
Course Content: This course is designed to improve the student's ability to draw the human form. Each student will be started at his/her own level from basic contour drawing concentrating on the positive and negative shapes, followed by 25 minute poses. Later the student will do full shaded drawings with the model holding a sustained pose for the lesson. Advanced students may undertake additional work.

Illustration GD 201

Tuesday, 6:30-10:00 p.m.
Teraulay Campus
60 hours
Fee: $50.00

Prerequisite: Basic Art Training.
Course Content: Concepts in books, magazines, T.V. Graphics, murals, etc.: applied art and personal picture making. The course will be taught at two levels if the teacher feels this is necessary.

Advertising Design GD 212

Tuesday, 6:30-10:00 p.m.
Teraulay Campus
60 hours
Fee: $50.00

Prerequisite: Interest in Art.
Course Content: This course is designed to give the theories of commercial art, along with some practical work in advertising layout and graphic design, mechanical drawings, paste-up and color separation by amberlith overlays. The student will be given some experience in preparing mechanical camera-ready art work.

T.V. Graphics GD 205

Monday, 6:30-10:00 p.m.
Teraulay Campus
60 hours
Fee: $50.00

Prerequisite: Basic Art Training.
Course Content: Learning to choose lettering for T.V. in relationship to background composition for T.V. Learning to design in a simple T.V. form, studio graphics and 35 m.m. slides. Learning basic techniques in animation, conventional and computer form from storyboard, creative thinking and actual art.

Woodcarving GD 804

Monday, 7:00-10:00 p.m.
Casa Loma Campus
90 hours
Fee: $70.00

Course Content: Properties of wood, nature of woodcarving; principles of design as applied to the materials; selection of tools.
Demonstration of Techniques: Carving in round; relief, incised, pierced, decorative chip and gouge carving; construction arrangement of carved forms for decorative purposes; applied carving for functional objects; finishing techniques; inlay of metal in wood for jewellery and other objects.
Students must supply all materials for class.

Printing Technology

Printing Technology covers all aspects of pre-press preparatory work, press operation and post-press Binding and Finishing. George Brown College has the best equipped facilities in Ontario and offers training in the latest techniques by "hands-on" participatory courses.

Introduction to Typography GR 100

Thursday, 5:00-8:00 — Apprentices
60 hours
Thursday, 7:00-10:00 p.m. — Public
60 hours
Teraulay Campus
Fee: $50.00

This course is intended for persons employed in copy preparation departments, design studios, and information offices. A workshop approach to the subject through a balanced program of lectures and practical work, it will provide the layman with a background to enable him/her to make some of the critical basic decisions in the design of printed communication. The emphasis throughout the course will be on workshop programs directed towards the student's realization that letter forms are design shapes as well as word patterns. The historical and technical aspect will be covered only in as much detail as an understanding of contemporary typography is required.
Course Content: A definition of typography, historical and technical development, relationship to other arts, basic principles of design, shape and space recognition, spacing, typography in ephemua, basic typographic theory, color theory as related to printed typographic material, translation of basic layouts to printed matter.

Hot Metal Composition GR 101

Monday,7:00-10:00 p.m.
60 hours
Saturday, 9:00-12:00 noon
60 hours
Teraulay Campus
Fee: $50.00

Prerequisite: Preference given to candidates employed in the graphic arts industry.
Course Content: Basic hand composition; California Job Case; the setting of several projects involving justification, tabular, thumbnail sketches and the setting of business cards, stationery, and advertisements.

Monotype Keyboard (Basic) (Intermediate Level) GR 200A

Saturday, 8:00-12:00 noon
Teraulay Campus
60 hours
Fee: $90.00

Prerequisite: Hand composition and typewriting ability to speed of 40 wpm on a ten-minute test.
Course Content: Monotype Keyboard system; this course involves the setting of straightforward matter; flush left; flush right; centered; leaderwork; and balance sheet modes. Persons completing this course successfully should find little difficulty adapting to any keyboard system, which are, if anything, simpler. For those lacking typing skill, attention is drawn to the George Brown College's Luminsonic typing course.

Photocomposition (Basic Maintenance) (Mergenthaler VIP) GR 208

Wednesday, 6:00-10:00 p.m.
Teraulay Campus
60 hours
Fee: $75.00

Prerequisite: Employment in a typesetting related field, or permission of the instructor.
Course Content: Designed to teach basic maintenence on the Mergenthaler VIP. The content will cover optics cleaning and adjusting; reader maintenance; general mechanical and electro-mechanical servicing; filmstrip care; and other related matters. In addition, repair of AKI keyboards will be taught. Processing of job tapes and program tapes will also be taught.

Photocomposition (Operating Course) (Mergenthaler VIP) GR 202

Tuesday and Thursday, 6:00-10:00 p.m.
60 hours
Saturday, 8:00-12:00 noon
60 hours
Teraulay Campus
Fee: $75.00

Prerequisite: Typing skill to a level of 35 wpm on a 10 minute test; or, the permission of the instructor.
Course Content: This course in an individual learning program in which students may progress at their own speed. The course covers all the basic machine instructions on the VIP. The keyboards used are AKI-CIT 70's, PCI-120, MPM6 Counting Keyboard, and possibly PCI-100's (programmable keyboards).

Paste Make-Up and Ruling (Basic) GR 302A

Tuesday and Thursday, 6:30-9:30 p.m.
Teraulay Campus
60 hours
Fee: $75.00

Prerequisite: One year of typesetting experience, or permission of the instructor.
Course Content: The laying out of boards and the assembly of paper positives, covering a wide variety of projects ranging from a simple one colour post card to advanced camera-ready artwork using overlays for colour break.

Paste Make-Up and Film Assembly (Advanced) GR 302B

Saturday, 9:00-12:00 noon
Teraulay Campus
60 hours
Fee: $75.00

Prerequisites: Two years of typesetting experience or the approval of the instructor.
Course Content: Some basic paste make-up techniques are taught at the beginning of this course before film assembly is begun. Included is an assessment of quality of reproductions; assembly of required tools and materials; hand ruling and use of various drawing instruments. There will be the make-up and correction of positive film from phototypesetting machines along

with other photo products. A limited number of darkroom techniques are also taught.

Cold Type Mark-Up GR 322A
(General)

Wednesday, 7:00-10:00 p.m.
Teraulay Campus
45 hours
Fee: $65.00

Prerequisite: Employment in typesetting related field; or, permission of the Instructor.
Course Content: Directed toward the mark-up techniques used in the field of mail-order catalogue preparation. The course content will include identification of the most common typefaces used and the methods of determining choice of typeface and size within the catalogue page. Tours of typesetting plants handling such work will be arranged; mark-up of a series of progressing objectives.

Cold Type Mark-Up GR 322B
(Advanced — VIP)

Monday, 7:00-10:00 p.m.
Teraulay Campus
45 hours
Fee: $65.00

Prerequisites: Completion of GR 202, with a grade of at least "B", or, one year's experience operating a keyboard in-put to a Merganthaler VIP. Admission may be also granted with the approval of the instructor, if the individual applying has phototypesetting keyboard experience.
Intended to serve a growing need in the typesetting community for mark-up men with a practical knowledge of the operation of their equipment.
Course Content: The student will be expected to plan and mark-up a series of progressively more complex pieces of raw copy; and typeset the same using the VIP system at the College.

Film Imposition and GR 110
Printing Surface Preparation
(Basic Stripping and Platemaking)

Wednesday and Thursday,
6:00-10:00 p.m.
Teraulay Campus
60 hours
Fee: $75.00

Prerequisites: Preference will be given to candidates employed in the graphic arts industry.
Course Content: A basic course for black and white and line colour stripping. The course introduces job planning and layout of flats containing negatives, half-tone negatives, line colour negatives and duo-tones. Imposition is included with the preparation of folded dummies and layout sheets for various types of bookwork. Darkroom techniques for making photographic contact film and the exposing and development of presensitized offset plates are an important part of this course.

Film Imposition and GR 210
Printing Plate Surface Preparation
(Advanced Stripping)

Monday and Tuesday, 6:00-10:00 p.m.
Teraulay Campus
60 hours
Fee: $75.00

Prerequisite: Completion of GR 110 or equivalent experience.
Course Content: Advanced techniques in black and white, line colour and four colour process stripping; contact work and making spreads and chokes, step and repeat methods and an introduction to the programming and operation of a photo-composing machine.

Photomechanical GR 105
Reproduction — Basic
(Black and White Camera)

Wednesday and Thursday
6:00-10:00 p.m.
Teraulay Campus
60 hours
Fee: $75.00

Prerequisites: Preference will be given to candidates employed in the graphic arts industry.
Course Content: Operation of process cameras, calibration of process cameras and darkroom equipment for line, fine-line and half-tone negatives; application of coloured filters and the use of panchromatic film; making photographic contact, duplicates, spreads and chokes; theory of photographic lenses, light sources, film emulsions and processing solutions.

Photomechanical GR 205
Reproduction — Advanced
(Black and White Camera)

Monday and Tuesday, 6:00-10:00 p.m.
Teraulay Campus
60 hours
Fee: $75.00

Prerequisite: Completion of GR 105 or equivalent industrial experience.
Course Content: Half-tone photography and machine processing; includes operation, maintenance and control of film processors, use of reflection and transmission densitometers; calibration of various types of contact screens to camera and processing conditions; making duo-tones and other techniques; introduction to colour separation procedures.

Photomechanical GR 308
Colour Separation
(Electronic Scanner)

Saturday, 9:00-4:00
Teraulay Campus
60 hours
Fee: $75.00

Prerequisites: Completion of GR 305/ GR 306 or equivalent trade knowledge.
Course Content: Principles of scanning, E & D curve and other sensitometer applications; gradation and Color Computer, Screening, Proofing, Future Trends.

Machine Printing GR 115
Multilith (Basic)

Tuesday, 6:00-10:00 p.m.
Teraulay Campus
60 hours
Fee: $65.00

Prerequisites: Preference will be given to the candidates who have some offset duplicator knowledge.
Course Content: Fundamentals of offset lithography, feeding, dampening systems, ink control and running of one colour and two colour projects. This program leads to GR 115A or GR 116.

Machine Printing GR 115A
Multilith (Advanced)

Monday, 6:00-10:00 p.m.
Teraulay Campus
60 hours
Fee: $65.00

Prerequisites: Completion of GR 115 or a working knowledge of 1250 Multiliths.
Course Content: Advanced course in offset lithography covering feeding, dampening systems (both conventional and alcohol), colour control, two and multi colour projects. This program leads to GR 116.

Machine Printing GR 116
Single Colour Offset Press (Basic)

Tuesday, 6:00-10:00 p.m.
Teraulay Campus
60 hours
Fee: $75.00

Prerequisite: Completion of GR 115 or equivalent knowledge of printing and printing machinery.
Course Content: Offset lithography on single color, Heidelberg, Harris and Miehle presses (Basic). Good housekeeping and safety. Lubrication, measuring instruments and devices for pressmen. Cylinder arrangements, dapening systems both alcohol and conventional, inking and register systems. Plate, paper and ink as related to the pressman. Successful operation of a single colour press.

Machine Printing GR 217
Two Colour (Offset Press)

Tuesday, 6:00-10:00 p.m.
Teraulay Campus
60 hours
Fee: $75.00

Prerequisite: Candidates presently running single colour presses or having completed GR 216.
Course Content: Practical application of two colour offset printing, alcohol dampening systems, register, cylinder arrangements, application of pH, chemistry of paper and ink, multi colour and process colour jobs and quality control on press runs.

Machine Printing (Flexography) GR 214

Tuesday, 6:00-10:00 p.m.
Teraulay Campus
60 hours
Fee: $75.00

Prerequisites: Experienced personnel presently employed in pressroom work. This course is designed to acquaint students with the principles of roll feed printing equipment.
Course Content: Fundamentals of flexographic printing process, rolls, inks, tension controls, register, electrical controls, oven dryer, rewind, plate mounting.

Machine Printing (Rotogravure) GR 215

Thursday, 6:00-10:00p.m.
Teraulay Campus
60 hours
Fee: $75.00

Prerequisites: Experienced personnel presently employed in pressroom work. This course is designed to acquaint students with the principles of roll feed printing equipment.
Course Content: Fundamentals of rotogravure printing process, rolls, inks, web tension controls, doctor blades, register, electrical controls, oven dryer, rewind.

Binding and Finishing GR 125

Men — Monday or Tuesday or Thursday as required 6:30-10:00 p.m.
Women — Wednesday 6:30-10:00 p.m.
Teraulay Campus
60 hours
Fee: $50.00

Prerequisite: Elementary Mathematics.
Course content: Use of a selection of the following equipment with an aim of giving the student a thorough understanding of the equipment.
42" Guillotine — Seybold Citation Autospacer, 12 Channel.
26 x 40 Baum Folder, Model 433, Mark II, Dial-O-Matic Feed.
17 x 22 Baum Folder, Pile Feed.
Muller Automatic Stitcher, one Automatic and two Hand Feed Stations.
Christensen Gang Stitcher, five Hand Feed Stations.
Bostitch No. 19E Stitcher.
Muller Gathering Machine, Type 201, three Feed Stations.
Muller Pony 5 Roto Binder.
Smyth No. 12 Book Sewing Machines (2).
Singer Sewer, Side Sewing Capacity, 1/8 inch.
Stamping Press.
Nygren-Dahly Rotary Perforator, 24 inch, Hand Feed.
Challenge Paper Drill, with Rounding Cornering Attachment.
Cerlox Table-Top Combo.
Stripper, Table-Top Model.
Cohasset Tipper.
Shaeffer 22" Gluer.
Casemaking Gauge.
Hickock 00½ Standing Press.
8 Sewing Frames.
Because each major machine requires nearly 60 hours of instruction, the course certificates are sub-divided into the following categories. Minor skills and machines are taught as supplements in each category.

Machine Feeding, Sewers and Stitchers	GR 125A
Programmable Guillotine	GR 125B
26 x 40 Baum Folder	GR 125C
Muller Gatherer	GR 125D
Smyth Sewer	GR 125E
Roto Binder	GR 125F
Automatic and Gang Stitchers	GR 125G

Courses start on September 3rd and 4th, 1975.

Visual Communications Courses

Each of the courses offered in this area involves the student in extensive practical work while providing the requisite basic theory. Designed to assist people already employed in one area of the audio-visual field, these part time courses enable the student to become familiar with other media.
Interviews are required, and the number of students accepted is necessarily limited. A synopsis for each course is available upon request.
The Television Techniques course will be offered in January 1976.

Basic Photo-Technology AV 920

Monday and Thursday, 6:00-9:00 p.m.
Casa Loma Campus
60 hours
Fee: $90.00

Basic Cinematography AV 922

Tuesday and Thursday, 6:00-9:00 p.m.
Teraulay Campus
60 hours
Fee: $90.00

Basic Audio Production Techniques AV 923

Monday and Wednesday, 6:00-9:00 p.m.
Teraulay Campus
60 hours
Fee: $90.00

Television Techniques AV 924

Monday and Wednesday, 6:00-9:00 p.m.
Teraulay Campus
60 hours
Fee: $90.00

Audio Visual Extension Courses

The following courses offer a hands-on approach to the subject. No interview is required, but students may discuss the courses with instructors before they register. A course synopsis is available for each subject, and they may be obtained upon request.
Creative Film Workshop and Audio General courses will be offered in January, 1976.

Introduction to Photography AV 904

Tuesday, 6:30-9:30 p.m.
Casa Loma Campus
30 hours
Fee: $40.00

The fee includes all materials. It has been found necessary to run this course on several occasions annually, to meet student demand, and it will be repeated as required. Early registration is advised.

Screen Process Printing (Advanced) SP 900

Monday, 7:00-10:00 p.m.
Teraulay Campus
60 hours
Fee: $50.00

Designed for persons currently employed in this field who wish to upgrade their skills in the more specialized methods of the photographic process.
Course Content: The operation of the

process camera, line and half-tone film-making; the photo-screening method of silk screen reproduction; preparation of direct screen emulsion stencils, the application and procedure for good screen making.

Screen Process Printing (Basic) SP 901

Wednesday, 7:00-10:00 p.m.
Teraulay Campus
60 hours
Fee: $50.00

Course Content: Designed for persons not in the Industry, but who wish to attain skills in basic stencil cutting, screen making and printing.

Signwriting SIGN 900

Tuesday, 7:00-10:00 p.m.
Teraulay Campus
60 hours
Fee: $50.00

Prerequisites: Desinged to give , the fundamentals of general signwriting, showcard writing, banners, posters and an introducton to screen process printing.
Course Content: Basic pen and brush lettering, type faces, colour and layout theory and practice, materials, basic screen process printing.

LANGUAGE TRAINING

Language Training

Intermediate English Conversation and Writing LT 814

College Campus
60 hours
Fee: $50.00

Course Content: This is a course for second language learners who already know some English. The course will include work in the following areas: Speaking, Reading, Writing, Grammar (the structure of English), Listening comprehension. There will be some work in our language laboratory to improve stress and intonation. Students who successfully complete this Intermediate Course will qualify for the Advanced Course in English offered at College Campus.

Advanced English Reading Conversation For New Canadians LT 803

Monday and Wednesday or Tuesday and Thursday,
7:00-9:00 p.m.,
9:00 to 11:00 a.m. Daily
College Campus
60 hours
Fee: $50.00

Course Content: For students who have already learned to speak and write basic English; includes vocabulary development, reading comprehension, developing conversational skills, business letters and report writing.

Speaking Canadian French (Basic) LT 804A

Tuesday and Thursday,
7:30-9:30 p.m.
College Campus
60 hours
Fee: $50.00

Speaking Canadian French (intermediate) LT 804B

Monday and Wednesday,
7:30-9:30 p.m.
College Campus
60 hours
Fee: $50.00

Speaking Canadian French (Advanced) LT 804C

Tuesday and Thursday,
7:30-9:30 p.m.
College Campus
60 hours
Fee: $50.00

Course Content: Acquisition of the distinctive Canadian features of French within general language development appropriate to the individual's competence; language is presented in relevant French-Canadian socio-cultural context.

Chinese Language and Heritage LT 805

Monday and Wednesday,
7:30 to 9:30 p.m.
College Campus
60 hours
Fee: $50.00

Course Content: Offers instruction in Mandarin, but Cantonese will also be offered if there is sufficient demand; introductory oral practice of the language in historical and contemporary cultural contexts; culture and values of the Chinese people in Canada. Only brief reference is made to the writing system of the language.

Italian Language and Heritage (Basic) LT 806A

Tuesday and Thursday,
7:30-9:30 p.m.
College Campus
60 hours
Fee: $50.00

Italian Language and Heritage (intermediate) LT 806B

Wednesday, 7:00-10:00 p.m.
College Campus
60 hours
Fee: $50.00

Italian Language and Heritage (Advanced) LT 806C

Monday, 7:00-10:00 p.m.
College Campus
60 hours
Fee: $50.00

Course Content: Develop language skills in contexts of contemporary Italian values and practices, especially those features of Italian life as they are involved in an urban Canadian society; situational relevance of the course should make it helpful not only to the general public but especially to those involved professionally with the largest ethnic group in our city.

Spanish Language and Heritage (Basic) LT 808A

Monday and Wednesday,
7:30-9:30 p.m.
College Campus
60 hours
Fee: $50.00

Spanish Language and Heritage (Intermediate) LT 808B

Monday and Wednesday,
7:30-9:30 p.m.
College Campus
60 hours
Fee: $50.00

Spanish Language and Heritage (Advanced) LT 808C

Monday and Wednesday,
7:30-9:30 p.m.
College Campus
60 hours
Fee: $50.00

Course Content: Development of facility in both the speaking and the writing of the language; language instruction will be given in contexts that reflect the most notable features of Spanish Culture, particularly the culture of the Spanish-speaking countries of North and South America.

Greek Language and Heritage (Basic) LT 811A

Monday and Wednesday,
7:30-9:30 p.m.
College Campus
60 hours
Fee: $50.00

Greek Language and Heritage (Intermediate) LT 811B

Monday and Wednesday,
7:30-9:30 p.m.
College Campus
60 hours
Fee: $50.00

Course Content: The development of facility in both the speaking and the writing of the language; language will be given in contexts that reflect the most notable contemporary features of Greek culture.

Russian Language LT 815

Tuesday and Thursday, 7:30-9:30 p.m.
College Campus
60 hours
Fee: $50.00

This course is designed to give students a reading knowledge of Russian. The first half of the course will be devoted to an introduction to Russian. The course will begin with the general characteristics of the Russian language, the alphabet, phonetic values of separate letters, and the basic rules of grammar. Right from the start reading and oral exercises will also be introduced. The second half of the course will be devoted to actual reading and translation of texts, from various fields of interest: newspapers, technical and scientific materials, commercial communications, etc. Rules on writing of a business letter in Russian will also be given to enable the Canadian businessman to learn the methods of setting out inquiries, offers, orders and other commercial communications in Russian. This course is designed for students with little or NO knowledge of Russian.

Interpreting For Medical and Legal Services LT 909

Tuesday and Thursday, 7:30-10:00 p.m.
College Campus
150 hours
Fee: $110.00

Course Content: Situations, language factors and interpreting practice needed for effective interpreting in medical and legal situations, particularly in hospitals and courts. Students must fill in an application form and go before a selection committee made up of representatives of the language group for which they wish to interpret.

A Practical Course in Teaching English As A Second Language to Adults LT 912

Monday and Wednesday,
7:15-9:15 p.m.
College Campus
130 hours
Fee: $100.00

Prerequisite: Applicants should be native speakers of English with demonstrable expertise in the Canadian dialect. An exception could be made if a non-native speaker were judged to have equivalent fluency.
Course Content: Offers the person inexperienced in teaching E.S.L. a sound theoretical and practical foundation in the art. It offers the experienced E.S.L. teacher a comprehensive study of modern theory and methodology. Other subjects include phonology, English Structure, Inter-Cultural Studies, Teaching Aids, Language Labs, Material Development and Evaluation.
Enrolment is limited. To obtain an application form please phone 967-1212 Ext. 328 or 307.

Teaching Ukranian As A Second Language LT 914

Wednesday, 6:30-9:30 p.m.
College Campus
60 hours
Fee: $50.00

Course Content: 1) Methodology of teaching Ukranian by the audio-lingual method. 2) Ukranian Linguistics. 3) Methodology of teaching Ukranian Literature. 4) The psychology of language teaching. There will also be workshops in teaching language, literature, history and geography.
The course will be directed by Professor E. Burstynsky, Dept. of Linguistics, University of Toronto.

TRAINING IN BUSINESS AND INDUSTRY

Training in Business and Industry

Housekeeping Services Administration

The following courses provide instruction in the cleaning maintenance field. Supervisory and management techniques will be developed.

Courses:

Basic Housekeeping Supervision	**HSA 951**
Basic Skills of Cleaning and Sanitation for Supervisors	**HSA 950**
Carpet Care	**CARP 903**

For further information, phone Bram Allington, Training in Business and Industry at 967-1212, Local 595.

Management Development

The following courses provide training for those who are employed in the supervisory field or who are considering employment in this area. Instruction is also offered for instructors in adult learning situations.

Courses:

Effective Supervision — Administration	**ES 902**
Effective Administration — Communications	**ES 905**
Effective Supervision — Construction	**ES 901**
Effective Supervision — Hospitals	**ES 907**
Effective Supervision — Human Relations	**ES 903**
Effective Supervision — Labour Relations	**ES 904**
Effective Supervision — Production	**ES 900**
Human Resources Management	**ES 912**
Leading and Motivation	**ES 914**
Management for Results	**ES 913**
Psychology of Professional Selling	**ES 908**
Supervisory Practices In Municipal Government	**ES 906**
Teaching Techniques	**ED 900**
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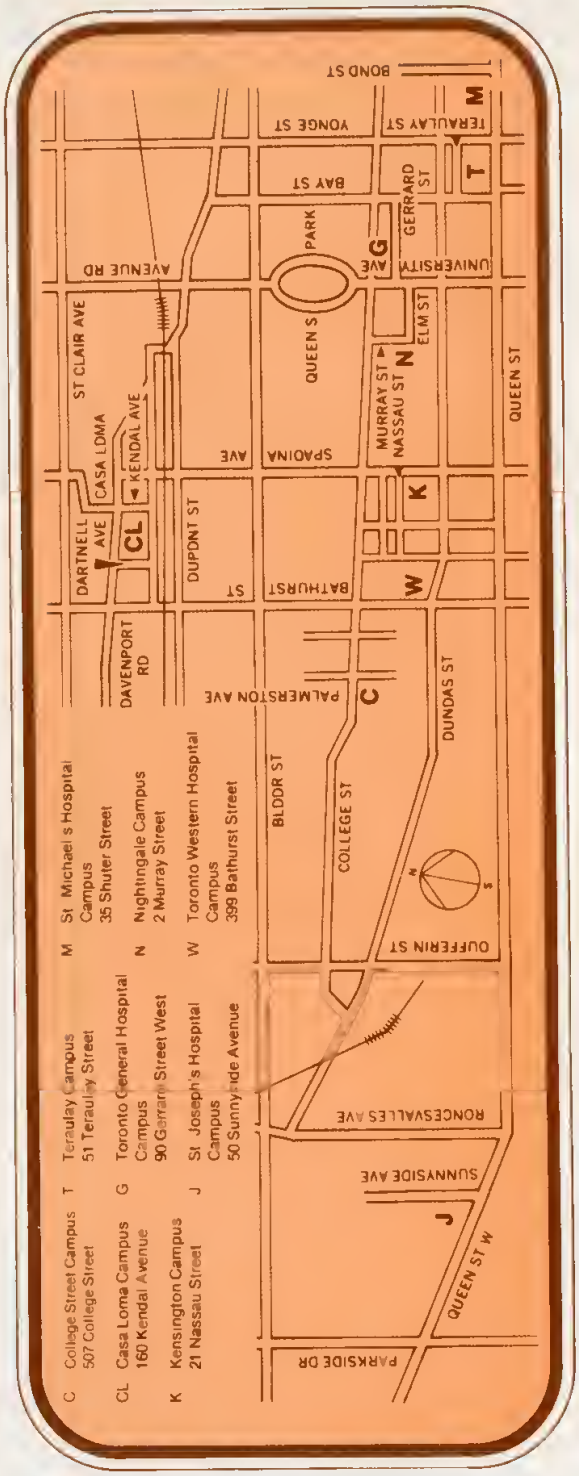

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